

It is expected that a quorum of the Administration Committee, Board of Public Works, Plan Commission and Personnel Committee will be attending this meeting, although it is not expected that any action of any of these bodies will be taken.

CITY OF MENASHA
Common Council
City Hall-140 Main St.-Council Chambers-3rd Floor
September 2, 2008

7:00 PM

AGENDA

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1. CALL TO ORDER

A. Call to order

2. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance

3. ROLL CALL/EXCUSED ABSENCES

A. Roll call

4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Common Council, 8/4/08

☐

[Attachments](#)

Minutes to receive:

B. Administration Committee, 8/4/08

☐

[Attachments](#)

C. Board of Public Works, 8/4/08

☐

[Attachments](#)

D. Board of Health, 6/11/08

☐

[Attachments](#)

E. IT Steering Committee, 7/23/08

☐

[Attachments](#)

F. Landmarks Commission, 8/13/08

☐

[Attachments](#)

G. N-M Sewerage Commission, 7/22/08

☐

[Attachments](#)

H. Parks and Recreation Board, 8/11/08

☐

[Attachments](#)

I. Plan Commission, 8/26/08

☐

[Attachments](#)

J. Safety Committee, 7/22/08; Public Works and Parks

☐

[Attachments](#)

Communications:

1. Mayor Merkes, 8/08; Homeowner's guide to Emerald Ash Borer insecticide treatment ☐ [Attachments](#)
2. Dept. of Revenue, 8/15/08; Equalized Value Report ☐ [Attachments](#)
3. PC Stanke, 8/21/08; *Capitol Connection* newsletter-Just Ask Joe: Low Income Energy Assistance Fee ☐ [Attachments](#)
4. PC Stanke, 8/13/08; *Capitol Connection* newsletter-Emerald Ash Borer Arrives in Wisconsin ☐ [Attachments](#)
5. Mayor Merkes, 8/26/08; History of the Discovery Point Indian Sculpture ☐ [Attachments](#)
6. Menasha Utilities, 8/26/08; Steam Detail for the seven months ending July 31, 2008 ☐ [Attachments](#)
7. Rita Robinson, Menasha Resident, 8/18/08; Deteriorating condition of the reservoir at Winz Park ☐ [Attachments](#)
8. Valley Home Builders Association, 7/29/08; Year 2030 Comprehensive Plan recommendations ☐ [Attachments](#)

5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. Public comments on any matter of concern to the City

6. APPOINTMENTS

- A. Mayor's Reappointment to the Redevelopment Authority:
 1. Kim Vanderhyden, 334 Park St., for the term of September 1, 2008-August 31, 2011

7. CLAIMS AGAINST THE CITY

- A. None

8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

- A. CA/HRD Brandt - Human Resources Report
- B. Clerk Galeazzi - Citizen Action of Wisconsin Petition

9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. 8/26/08; Recommends approval of the extraterritorial Certified Survey Map located at STH47/Appleton Road in the Town of Menasha ☐ [Attachments](#)

B. Administration Committee:

1. License: "Class A" Application for Wisconsin CVS Pharmacy, L.L.C, Amy Lynn Vandenhogen-Braun, Agent for the premise at 1485 Oneida St. for the 2008-2009 licensing year. ☐ [Attachments](#)
2. Acceptance of Life Scan Grant from Dept. of Justice and authorization to purchase Live Scan System. ☐ [Attachments](#)
3. Accounts payable and payroll for 8/21/08 - 8/28/08 in the amount of \$1,071,603.62 ☐ [Attachments](#)

C. Board of Public Works:

- 1. None**

10. ORDINANCES AND RESOLUTIONS

- A. R-16-08 - Resolution transferring funds (Ald. Wisneski) (Held 8/18/08)**



[Attachments](#)

11. HELD OVER BUSINESS

- A. Request to approve Sungard HTE Software Agreement (recommendation of IT Steering Committee)(Held 8/18/08).**



[Attachments](#)

12. COUNCIL DIRECTIVES

- A. None**

13. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

- A. Public comments on matters pertaining to the agenda**

14. ADJOURNMENT

- A. Adjournment**

MEETING NOTICE: Monday, September 15, 2008
Common Council-7:00 PM
Administration Committee - To be determined
Board of Public Works - To be determined

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Common Council
City Hall-140 Main St.-Council Chambers-3rd Floor
August 18, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Mayor Merkes at 7:40 p.m.

2. PLEDGE OF ALLEGIANCE

A. [Pledge of Allegiance](#)

3. ROLL CALL/EXCUSED ABSENCES

A. [Roll call](#)

PRESENT: Ald. Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Pamentor, Taylor, Wisneski.

ALSO PRESENT: Mayor Merkes, Neenah City Attorney Jim Godlewski, PC Stanke, CDD Keil, C/T Stoffel, PRD Tungate, AP Beckendorf, Eng. Suprv Montour, Clerk Galeazzi, and the Press.

DEPT. HEADS EXCUSED: PHD Nett, DPW Radtke

4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Common Council, 8/4/08](#)

B. [Special Session Common Council, 7/31/08](#)

C. [Joint Common Council and Menasha Utilities Commission, 8/4/08](#)

D. [Joint Common Council and Plan Commission, 8/4/08](#)

Moved by Alderman Wisneski, seconded by Alderman Pamentor to approve minutes A-D

Discussion: Ald. Taylor-Common Council Minutes, Item 5C1 to read "Stan Sevenich Opposes Settlement Agreement with PCI."

Motion Carried on voice vote

Results:

Minutes to receive:

E. [Administration Committee, 8/4/08](#)

F. [Board of Public Works, 8/4/08](#)

G. [IT Steering Committee, 6/18/08](#)

H. [Plan Commission, 8/12/08](#)

I. [Sustainability Board, 7/22/08](#)

J. [Water and Light Commission, 7/31/08](#)

Communications:

- A. [CDD Keil, 8/13/08; Potential sale of 81/87 Racine Street and 504 Broad Street](#)**
- B. [Clerk Galeazzi, 8/14/08; League of Wisconsin Municipalities Annual Conference](#)**
- C. [WI Dept. of Administration, 8/10/08; Preliminary estimate of January 1, 2008 Population- Winnebago & Calumet Counties](#)**
- D. [WI Dept. of Agriculture, 8/4/08; Emerald Ash Borer Alert](#)**
- E. [Fox Cities Transit Commission Minutes, 7/9/08](#)**
- F. [Heckrodt Wetland Reserve, 8/8/08; Heckrodt's application for a special use permit to expand existing picnic pavilion and existing maintenance garage](#)**
- G. [Public Works Facility, July 2008 Disposal Violations](#)**
- H. [Sandra Dabill Taylor, 8/12/08; Citizen response to 2030 Comprehensive Plan](#)**
- I. [Town of Menasha Utility District Commission Minutes, 8/28/08](#)**
- J. [Trinity Lutheran Church, 8/08; Thank you for participation in National Night Out](#)**
- K. [Valley Transit, 8/8/08; Update on Rack 'n Roll certification requirement memo and Update on connector funding memo](#)**
- L. [Waverly Sanitary District Minutes, 7/8/08](#)**
- M. [Customers First!, 8/08; The Wire newsletter](#)**

Moved by Alderman Hendricks, seconded by Alderman Pack to approve Minutes to Approve E-J and Communications A-M

Discussion: Ald. Hendricks-Minutes J (Water & Light Comm), staff's lack of urgency to complete items on Workout Plan, have Utility Staff give update to Council. Mayor Merkes explained he has weekly meetings with GM Young to address these issues; Comm. A, what is plan to market 81/87 Racine St? CDD Keil explained staff has not been given any specific direction from Council; Comm. E, Valley Transit asking municipalities to contribute to a new program. CDD Keil explained Valley Transit staff have contacted him about a new program, but he hasn't seen anything in writing; Comm. G, disposal violations at Public Works Facility has been increasing; Comm. H, letter from Sandra Dabill Taylor, good suggestions, should be reviewed for Comprehensive Plan. Ald. Wisneski-Comm. A, 81/87 Racine St., RDA recommended to Council to do a soft marketing of lots, no big sign; Comm. D, Emerald Ash Borer, what steps to take for treatment; Comm. H, letter from Sandra Dabill Taylor, Comprehensive Plan should include comments.

Motion Carried on voice vote
Results:

5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. [PUBLIC HEARING-Special Use Permit Application of Heckrodt Wetland Reserve to expand a garage and pavilion.](#)**

No one spoke

- B. [Public comments on any matter of concern to the City](#)**

Stan Sevenich, 645 9th Street. Thanked Council for making change to minutes of 8/4/08; Offer to Purchase of Athletica, would like to go on record as he was the only Alderman that voted against the agreement with Wisco. Mary Nebel, 713 1st Street. Does sale price for Athletica include personal property?; HTE Software, did we get

other bids on software programs?

Joanne Roush, 409 Cleveland Street. Athletica Offer to Purchase was accepted in July, why is Council just seeing it now?; HTE Software will it save staff time.

Jeff Riedl, 408 Appleton Street. Comprehensive Plan, Council should take time before adopting, need to be proactive on plan; Menasha Utilities, unless change in cooperation Council should deny any future financial support.

Mary Ann Mulvey, 274 Misty Meadows. Condition of cemetery.

Kim Vanderhyden, partner of Athletica Acquisition LLC, answered questions on Offer to Purchase.

Jerry Wittmann, 1290 Fieldview Drive. HTE Software, is the program necessary during a tough budget year.

6. CLAIMS AGAINST THE CITY

A. [None](#)

7. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Clerk Galeazzi, Elections Report](#)

Clerk Galeazzi reported on the two remaining elections, Sept. 9 and Nov. 4. She explained the process for registering to vote and the preparation done by the Clerk's office for each election.

8. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. **Plan Commission:**

1. [8/12/08; Recommends approval of the CSM on Kernan Avenue with the finding that shifting the lot line to include the existing pond within one parcel is a sound rationale for reconfiguring the lot boundaries](#)

Moved by Alderman Zelinski, seconded by Alderman Pack to approve CSM on Kernan Avenue

Motion Carried on voice vote

Results:

2. [8/12/08; Recommends approval of the Special Use Permit application of Heckrodt Wetland Reserve to expand an existing garage and pavilion based on the nature of the buildings, the Reserve's need for space, the considerations that the facade materials will match existing and the secluded location of the buildings on the reserve](#)

Moved by Alderman Zelinski, seconded by Alderman Pack to approve Special Use Permit

Motion Carried on voice vote

Results:

B. **Administration Committee:**

1. [Recommend acquiescence with Athletica LLC Offer to Purchase](#)

Moved by Alderman Wisneski, seconded by Alderman Pack to approve recommendation excluding item B on page 7 of the Offer to Purchase

Discussion

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Taylor , Wisneski , Zelinski (8)

2. [Gilbert Site Planning Grant Award funding shortfall](#)

Moved by Alderman Wisneski, seconded by Alderman Pack to - increase developers portion to \$2,500

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Taylor , Wisneski (7)

NAYS: Zelinski (1)

3. Jazzfest Fee Reduction for 2008 (Recommendation of Parks and Recreation Board)

Moved by Alderman Wisneski, seconded by Alderman Michalkiewicz to approve Jazzfest fee reduction

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Taylor , Wisneski , (8)

Zelinski

4. Request to approve of Sungard HTE Software Agreement (Recommendation of IT Steering Committee)

Moved by Alderman Wisneski, seconded by Alderman Taylor to approve Sungard HTE Software Agreement

Discussion

Moved by Ald. Pamentner, seconded by Ald. Hendricks to hold.

Motion Held

Results:

5. Accounts payable and payroll for 8/7/08-8/14/08 in the amount of \$2,888,084.89

Moved by Alderman Wisneski, seconded by Alderman Pack to approve accounts payable and payroll

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Taylor , Wisneski , (8)

Zelinski

C. Board of Public Works:

1. Change Order - Carl Bowers & Sons Construction Co., Province Terrace; Contract Unit No. TIF 9 2006-07: \$0 (Change Order No. 2)

Moved by Alderman Pack, seconded by Alderman Wisneski to approve change order

Motion Carried on voice vote

Results:

2. Change Order - DeGroot, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3, Contract No. E145-07-01C; Sanitary Sewer Replacement; 39-Day Time Extension to August 29, 2008 Due to "Unavoidable" Delays to Issue the Final Payment Request and Complete Project Closeout Documentation (Change Order No. 2)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve change order

Motion Carried on voice vote

Results:

3. Change Order - National Power Rodding Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Sewer Rehabilitation; 60-Day Time Extension for "Unavoidable" Delays to Issue the Final Payment Request and Complete Project Closeout Documentation (Change Order No. 2)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve change order

Motion Carried on voice vote

Results:

4. Change Order - Valley Sealcoat, Inc.; Contract Unit PRD 2008-02; DEDUCT: \$6,570.00 (Change Order No. 1)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve change order

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamenter , Taylor , Wisneski , (8)
Zelinski

5. Change Order - Valley Sealcoat, Inc.; Contract Unit PRD 2008-02. ADD: \$4,282.20 (Change Order No. 2)

Moved by Alderman Wisneski, seconded by Alderman Michalkiewicz to approve change order

Motion Passed

Results:

Roll Call:

AYES: Benner , Michalkiewicz , Pamenter , Taylor , Wisneski (5)
NAYS: Hendricks , Pack , Zelinski (3)

6. Payment - Carl Bowers & Sons Construction Co., Inc.; Province Terrace; Contract Unit No. TIF 9 2006-07; \$45,721.66 (Payment No. 3)

Moved by Alderman Pack, seconded by Alderman Wisneski to approve payment

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamenter , Taylor , Wisneski , (8)
Zelinski

7. Payment - Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; \$185,406.00

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve payment

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamenter , Taylor , Wisneski , (8)
Zelinski

8. Payment - Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Manhole Lining; \$21,095.19 (Payment No. 5)

Moved by Alderman Pack, seconded by Alderman Wisneski to approve payment

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski , (8)
Zelinski

9. Request for Stop Sign on Sixth Street at State Street (Ald. Pack)

Moved by Alderman Pack, seconded by Alderman Wisneski to deny request as per traffic study

Motion Carried on voice vote

Results:

10. Request for Traffic Control Signage at Lawson Street and Madison Street Intersection

Moved by Alderman Pack, seconded by Alderman Wisneski to deny request as per traffic study

Motion Carried on voice vote

Results:

11. Request for Traffic Control Signage at Madison Street and Mathewson Street Intersection

Moved by Alderman Pack, seconded by Alderman Hendricks to deny request as per traffic study

Motion Carried on voice vote

Results:

12. Recommendation to Establish Tire Disposal Fees (Held)

Moved by Alderman Pack, seconded by Alderman Wisneski to approve recommendation to establish tire disposal fees

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski , (8)
Zelinski

13. Memorandum of Understanding Between the City of Menasha and the Town of Harrison - Carpenter Street/Barker Farm Park Bicycle/Pedestrian Access Trail

Moved by Alderman Pack, seconded by Alderman Taylor to approve Memorandum of Understanding

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski , (8)
Zelinski

9. ORDINANCES AND RESOLUTIONS

A. O-14-08-An Ordinance relating to yield signs on Applewood Drive at Southfield Drive and on Sweetbriar Lane at Southfield Drive (Ald. Benner)

Moved by Alderman Benner, seconded by Alderman Hendricks to adopt O-14-08

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamenter , Taylor , Wisneski , (8)
Zelinski

B. O-16-08- An Ordinance adopting the City of Menasha Comprehensive Plan (Mayor Merkes)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to adopt O-16-08

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamenter , Taylor , Wisneski (7)
NAYS: Zelinski (1)

C. R-16-08- Resolution transferring funds (Ald. Wisneski)

Moved by Alderman Wisneski, seconded by Alderman Michalkiewicz to hold R-16-08

Motion Held

Results:

10. HELD OVER BUSINESS

A. None

11. COUNCIL DIRECTIVES

A. CDD Keil - Entitlement Communities (Ald. Hendricks)

CDD Keil explained the history of entitlement communities. Entitlement communities are those municipalities of over 50,000 in population and the next closed municipality in size within the same area. Entitlement communities receive the housing grants directly from the State and disburse accordingly through out their municipality. The City of Menasha is not an entitlement community, so housing grants come from the Dept. of Commerce and are on a lottery system. The City needs to go through an application process each year.

12. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

A. Public comments on matters pertaining to the agenda

No one spoke

13. ADJOURNMENT

A. Adjournment

Moved by Alderman Pack, seconded by Alderman Pamenter to adjourn at 9:00 p.m.

Motion Carried on voice vote

Results:

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
August 18, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:20 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

PRESENT: Ald. Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Pamentor, Taylor Wisneski.

ALSO PRESENT: Mayor Merkes, Neenah City Attorney Jim Godlewski, PC Stanke, CDD Keil, C/T Stoffel, PRD Tungate, AP Beckendorf, Eng. Suprv. Montour, Clerk Galeazzi, and the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Administration Committee Minutes, 8/4/08](#)

Moved by Alderman Pack, seconded by Alderman Taylor to approve minutes

Motion Carried on voice vote

Results:

4. DISCUSSION

A. [Recommend acquiescence with Athletica LLC Offer to Purchase](#)

Attorney Godlewski explained the buyers and sellers of the property are asking the City not to file an objection to the Offer to Purchase. The buyers and sellers have both accepted the Offer to Purchase and are now waiting for approval from the courts. The Offer to Purchase will eliminate any discounts provided previously to Lake Park Villas property owners who purchased and built homes in the subdivision where the Athletica Fitness Center is located.

B. [Gilbert Site Planning Grant Award funding shortfall](#)

CDD Keil explained the planning grant funds from the Dept. of Commerce was \$5,000 less than originally requested. Since the grant is matching funds, the developer has agreed to split the difference of the shortfall and increase their portion to \$7,500. Vierbicher and Associates are prepared to begin work on the plan immediately. There is still some paperwork that needs to be completed by the Dept. of Commerce.

C. [Jazzfest Fee Reduction for 2008 \(Recommendation of Parks and Recreation Board\)](#)

PRD Tungate explained the sponsors of Jazzfest, Jazz Corner Society, qualify for a waiver of certain fees. They are requesting a reduction of \$45.00 of various park fees.

D. Request to approve Sungard HTE Software Agreement (Recommendation of IT Steering Committee)

C/T Stoffel explained the HTE Financial Software was used by the City from 2000 to 2004 and it worked well for the City. HTE made the decision to discontinue offering the software designed for small cities. The City was offered to go with a different software more designed for large cities. The objection was rejected because of budget constraints. The City switched to Solomon Software, which was not a good fit, but was within the budget. Recently HTE has come out with a program that would fit the City's needs and is more affordable.

When asked where the funds for startup would come from, C/T Stoffel explained the City recently receive a refund from the fire department that could be used.

Discussion ensued if this is the right time to implement this program.

E. R-16-08 A Resolution Transferring Funds (Ald. Wisneski)

No Questions or Discussion

F. Accounts payable and payroll for 8/7/08-8/14/08 in the amount of \$2,888,084.89

Ck. #17949-All-Sport Trophy-\$55.95-Rising Star Award for the Victim Crisis Response program.

Ck. #17962-Bruce Municipal Equipment-\$1,010.60-linear actuator for Parks Dept.

Ck. #18108-Sport-O-Motive-\$71.79-new additional part for Police Ranger.

Ck. #17950-Appanasha Pet Clinic-\$237-15-rabies exam/euthanasia stray cat.

Ck. #18069-Grainger Inc.-\$870.-replace pump at Milwaukee St fountain

Ck. #17971-Fischer-Ulman Construction-\$1,520.-CDBG Rehab Program.

Ck. #17972-Fox Excavating-\$1,181.25-demolition of 535 1st St.

Ck. #17974-Germania Hall-\$829.64-Victim Crisis Response Dinner

Ck. #18052-Badger Lab-\$280.-sampling/testing of water for Utilities.

Ck. #18095-NM Sewerage Comm-\$10,409.50-legal representation for Fox River cleanup.

5. ADJOURNMENT

A. Adjournment

Moved by Alderman Pack, seconded by Alderman Hendricks to adjourn at 7:08 p.m.

Motion Carried on voice vote

Results:

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
August 18, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman Pack at 7:10 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. -

PRESENT: Ald. Pack, Hendricks, Zelinski, Michalkiewicz, Benner, Pamenter, Taylor, Wisneski.

ALSO PRESENT: Mayor Merkes, Neenah City Attorney Jim Godlewski, PC Stanke, CDD Keil, C/T Stoffel, PRD Tungate, AP Beckendorf, Eng Suprv. Montour, Clerk Galeazzi, and the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [August 4, 2008](#)

Moved by Alderman Hendricks, seconded by Alderman Wisneski to approve minutes

Motion Carried on voice vote

Results:

4. DISCUSSION

A. [Change Order - Carl Bowers & Sons Construction Co., Province Terrace; Contract Unit No. TIF 9 2006-07: \\$0 \(Change Order No. 2\)](#)

Staff explained there is no dollar amount with the change order.

B. [Change Order - DeGroot, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01C; Sanitary Sewer Replacement; 39-Day Time Extension to August 29, 2008 Due to "Unavoidable" Delays to Issue the Final Payment Request and Complete Project Closeout Documentation \(Change Order No. 2\)](#)

No Discussion or Questions

C. [Change Order - National Power Rodding Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Sewer Rehabilitation; 60-Day Time Extension for "Unavoidable" Delays to Issue the Final Payment Request and Complete Project Closeout Documentation \(Change Order No. 2\)](#)

No Discussion or Questions

D. [Change Order - Valley Sealcoat, Inc.; Contract Unit PRD 2008-02; DEDUCT: \\$6,570.00 \(Change Order No. 1\)](#)

PRD Tungate explained after the contract to repair the tennis courts at Pleasants Park was approved by the Council, it was discovered the contractor had inadvertently miscalculated a line item relating to fiberglass crack repair. The

contractor agreed to reduce the repair item by \$6,570. The consultant thought it was in the best interest to use part of the savings toward additional fiberglass repair outside of the lined playing area. The net result would reduce the approved contract by \$2,287.80.

Discussion ensued on the exact area of the tennis courts would receive the additional fiberglass

E. [Change Order - Valley Sealcoat, Inc.; Contract Unit PRD 2008-02. ADD: \\$4,282.20 \(Change Order No. 2\)](#)

No Discussion or Questions

F. [Payment - Carl Bowers & Sons Construction Co., Inc.; Province Terrace; Contract Unit No. TIF 9 2006-07; \\$45,721.66 \(Payment No. 3\)](#)

No Discussion or Questions

G. [Payment - Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; \\$185,406.00](#)

Ald. Hendricks asked of any pending claims against the City for work done by Insituform Technologies on this project.

Engineering Supervisor Montour explain he has no information at this time.

H. [Payment - Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Manhole Lining; \\$21,095.19 \(Payment No. 5\)](#)

Ald. Hendricks asked of any pending claims against the City for work done by Infrastructure Technologies on this project.

Engineering Supervisor Montour explain he has no information at this time.

I. [Request for Stop Sign on Sixth Street at State Street \(Ald. Pack\)](#)

Eng. Supervisor reported in reviewing the information from the traffic study and observation of the area, there is no need to change the existing yield sign on State Street. Ald. Pack explained he requested the traffic study on behalf of the residents in the area. He explained the procedure and the results of the traffic study to the residents. The residents have asked that radar be set up more often in the area.

J. [Request for Traffic Control Signage at Lawson Street and Madison Street Intersection](#)

Eng. Supervisor reported in reviewing the information from the traffic study and observation of the area, there is no need for traffic control signage.

K. [Request for Traffic Control Signage at Madison Street and Mathewson Street Intersection](#)

Eng. Supervisor reported in reviewing the information from the traffic study and observation of the area, there is no need for traffic control signage. Ald. Pamenter explained he heard from a resident in the area that doesn't see any need for a traffic sign at the intersection.

L. [Recommendation to Establish Tire Disposal Fees \(Held\)](#)

No Discussion or Questions

M. [Memorandum of Understanding Between the City of Menasha and the Town of Harrison - Carpenter Street/Barker Farm Park Bicycle/Pedestrian Access Trail](#)

PRD Tungate explained he and the Town of Harrison officials have been discussing creating bicycle/pedestrian access trail to connect the two communities in the Carpenter Street/Barker Farm Park area. The trail will be 8' wide with a concrete surface. The cost will be split between the City of Menasha and Town of Harrison.

CDD Keil reported a trail is part of the Comprehensive Plan.

5. ADJOURNMENT

A. -

Moved by Alderman Pamentor, seconded by Alderman Wisneski to adjourn at 7:38 p.m.

Motion Carried on voice vote

Results:

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA
Board of Health
Menasha Health Department
June 11, 2008**

MINUTES

1. CALL TO ORDER

Meeting called to order by Chairman C. Rusin at 8:15 AM. Members present:
Candyce Rusin, Lori Asmus, Dorothy Jankowski, Dr. Teresa Shoberg, and Susan Nett.

**2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO
RECEIVE**

Minutes to approve:

A. Minutes to Approve

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve minutes from
May 14, 2008 meeting

Motion Passed

Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. May 2008 Communicable Disease Report

S. Nett gave a report on the communicable disease numbers for the month of May. It was pointed out that now that chickenpox is an individually reportable disease, there were 2 cases reported. The health department will have to send a communication home with school parents so they are aware they should be reporting this to the school nurse.

B. Institute for Wisconsin's Health

The Institute for Wisconsin's Health information was distributed. This is information on accreditation for health department's and is the first pilot project. Board members discussed whether or not, the health department should try and be in year one or wait. S. Nett pointed out with one nurse out on medical leave, there will be much to catch up on when she returns and we might be better to wait especially since staff involvement will be important. Board members agreed. S. Nett to pursue year one participation if

feasible for staff and staff time.

C. [Senior Center Steps to Healthy Living Program](#)

The Senior Center Steps to Healthy Living Program began last week with 11 participants. Some of the participants only wanted to do the yoga portion which is acceptable.

D. [Measles/Rubella Update](#)

There have been no new measles/rubella cases reported in the state in the last two weeks. The Menasha Health Department investigated a possible measles case in a school age child but the lab work was negative.

E. [West Niles Virus 2008](#)

West Nile Virus hotline is open and available. New for 2008 is that all dead birds can be reported to the hotline. The testing of the dead birds will only occur with the corvids-crows, ravens, and blue jays. The additional reporting is linked to Avian Influenza surveillance.

F. [Update - TB dispensary site application](#)


S. Nett has started the application process for becoming a TB dispensary site. It is estimated that to get all the paperwork and policy information together will take about a month. Board members will be kept apprised of the progress.

G. [Update - PNCC application](#)

The application for PNCC is on hold. There has been discussion statewide about HMO's only doing PNCC and not having the health departments be involved.

H. [Continuity of Operations Exercise](#)

There will be a continuity of operations exercise on June 26th with consortium preparedness members. We have invited the mayor, police chief, and public works director to attend as the city needs to work on its continuity of operations plan.



4. ACTION ITEMS

A. [None](#)

5. HELD OVER BUSINESS

A. [None](#)


6. ADJOURNMENT

A. [Adjournment](#)

Moved by Lori Asmus, seconded by Dr. Teresa Shoberg to adjourn at 8:40 AM

Motion Passed

Results:



CITY OF MENASHA
IT Steering Committee
Council Chambers, 3rd Floor, City Hall
July 23, 2008

MINUTES

 + [Back](#)  [Print](#)

1. CALL TO ORDER

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

2. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, AP Beckendorf (8:30), COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson

Also Present: MAYOR Merkes, CC Galeazzi (10:15), ITSupv James, PL Brunn, CD Clerk Heim (10:15), M Admin Asst Sewall (10:15), Mr. Larry Schmitz of Schenck Technology Solutions and Joanne Roush

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of minutes of June 18, 2008 IT Steering Committee Meeting.](#)

Motion by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the June 18, 2008 IT Steering Committee meeting. Motion carried.

4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs.](#)

ITMgr Lacey spoke about the progress on the Fleet/Fuel project for Public Works, the new charting software developed to replace the "Champs" system for Public Health, and the Offender/Trac/Mug Shot/Booking program at the Police Department. This last project was very important because the system in use no longer had any technical support and data was being corrupted every other month and would have cost \$20,000+ to replace. The City is utilizing Winnebago County's Print/Track software and PC Stanke personally thanked ITMgr Lacey and ITSupv James for all their hard work in getting the system running. Next will be a digital auto recording project which can be saved as an MP3 file for storage in the directory of Police media files. August 1st is the training date on the Offender/Trac software. A wireless network with remote hubs in the schools which will allow squads to have access to video is planned for 2010-2011. Video recordings of the Council meetings could be put onto the City website and this will be displayed at the next IT Steering Committee meeting.

5. ACTION ITEMS

A. [Committee discussion and recommendation on request to have a link placed on the City Website.](#)

ITMgr Lacey explained that to set up a link on the City's website requires minimal effort. The discussion then centered on if this would be a good idea. Discussion on what should be allowed on the City website occurred. Motion by ITMgr Lacey, seconded by PC Stanke to not have the requested link appear on the City website. Motion carried.

B. Committee discussion and recommendation on continuing with NOVUS AGENDA Software.
8:30 Conference Call with Jay Vickers. Support Manager(Co-Owner)

The Committee entered into a conference telephone call with representatives of NOVUS AGENDA (Jay Vickers) at approximately 8:30 AM . The discussion started off with trying to correct compatibility issues with the APPLE computer. There is no definite timeline for when this will be fixed but Mr. Vickers will get back to ITSUpv James with a timetable.

Next the Committee wanted to discuss code issues. Code releases are six months apart even if they have located the problem. Mr. Schmitz commented that there are fixes and enhancements. Fixes should be released immediately; enhancements on the longer release schedule. Also the way an agenda is compiled in the City is not the way the software is created to compose the agenda. It has to go through several review processes which the City does not do. It would also require anyone that has authority to add an agenda item to learn how to use the software. Mr. Vickers asked for more information on how agendas are created for various committees in the City. COMP Stoffel commented that always having to start from the beginning for every agenda is time-consuming. There are always some items that will be on every agenda; roll call, adjournment, etc. so there should be more templates for that. PC Stanke commented that using this software for agendas and minutes is supposed to make the job easier, not harder. The Committee then reviewed the positives of NOVUS AGENDA: search feature, attachments, archiving, and negatives, only one agenda format, three approvals for agenda items. ITSUpv James was prepared to discuss two other software products that could be a replacement for NOVUS AGENDA. One was QUESTYS and also using a GOOGLE search on our own website and revert back to using MICROSOFT to create minutes and agendas. This option would result in one long packet document; you could not pick and choose single attachments as you can with NOVUS AGENDA. CHAIRMAN Wisneski felt that the agenda title did not cover the area ITSUpv James was going into and so further discussion on this agenda item was halted.

C. Committee discussion on contracting with Sungard/HTE to provide financial and payroll software service.

After a brief discussion, motion by CHAIRMAN Wisneski seconded by COMP Stoffel to support a move from the WPPI Solomon financial software to the Sungard/HTE financial software. Motion carried.

D. Committee review of process currently in use for processing excavation permits.

PWS Jacobson opened the discussion on how it had been requested to have the street excavation permits processed electronically. His concern was that there was no input from all parties affected. ITSUpv James responded that he had responded to the request made. If there was to be a larger review of the process, that should be taken up by the Department Head who should then explain what the end result should be. Projects must come from Department Heads , requests come from other staff. If the entire process was to be changed, that discussion should have taken place in the Public Works Department first and then the IT Department should be brought in to make the necessary changes. This item will be brought up at the next Department Head meeting for further discussion.

E. Committee discussion on 2009 Community Movie Project

AP Beckendorf explained to the Committee that this company would put a short film strip about the City (parks, swimming pool, biking trails, etc.) on the City's website at no cost. They would then solicit local businesses to see if they would be willing to advertise on the same site. ITMgr Lacey was concerned that there would be a pop-up that would appear the very first time a person would visit the site. The site would also be collecting data on who would visit the site. CHAIRMAN Wisneski was opposed to the idea that the City was endorsing this company by sending out solicitation letters on City stationery. PC Stanke says he has been approached many times to send out solicitations on Police Department stationery and he does not do it because it could convey the impression that the City endorses the person/company making the solicitation. The IT steering committee took no action on this request.

F. Committee discussion and recommendation on next IT Steering Committee meeting date - August 20th, third Wednesday.

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, August 20th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

6. ADJOURNMENT

A.

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 11:34 AM .

Respectfully submitted,

Thomas Stoffel
Committee Secretary

	Budget \$	YTD \$	% used YTD
Total Budget	\$380,821	\$148,802	39.07%

January 2008 through June 2008

**I.T. Department
Projects
June 18, 2008 through July 22, 2008**

- Novus Agenda assistance and fixes.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project and Training planning for 2008 - 2012
- Work with Assessor Consultants on Assessor database.
- Research and analyze different options for replacement of City Finance/HR software.
- Website administration.
- Health Department Charting/Time Reporting Database Project.
- Work with Winnebago County on implementation of OffenderTrac for Mugshot/Booking processing.
- Worked with PWF staff on Fleet/Fuel project.
- City Administration Directory project with Deputy Clerk.
- Researched Print Care/Toner supply service.
- Dog and Cat License enhancements.
- Calumet County parcel export finalized.
- Novus Agenda replacement research.
- Printer toner management.
- Website search engine research and testing.
- Telephone work for Bridges.
- Process open record request for Assessor Department.
- Fixed data error in PWF application.
- New resident database entry request form on Website.
- Police Department Website Changes.
- Sustainability Website draft.
- Made changes to ID application per request of Auxiliary Police.
- Made IDs for Pool employee.
- Cell phone clean up and disposal.
- Changes to the Senior Center Website.
- Swimming Pool registration setup.

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 8-13-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:01 pm
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS

- i. Chair: Joe Weidert present
- ii. Vice Chair: Patti Rudolph present
- iii. Ald. Jason Pamenter present
- iv. Kristi Lynch present
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross present

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Hon. Don Merkes
- iii. Paul, Otter Creek Rep.

3. MINUTES

- a. Date(s) of meeting minutes: 7-8-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to Approve
 - 1. By: Mary
 - 2. 2nd: Kristi
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

A. Item 6.A Façade Alteration Review- 226 Main St.

- i. Action Item
- ii. Attachments: Sketch of proposed arches
- iii. Presenter: Paul, Otter Creek Rep.
- iii. Discussion: The proposal is for 3 cedar arches, tied together with rebar to form an open air walkway to the rear entrance of the building. The arches are decorative, not structural and may be temporary. The rebar will be used for hanging baskets.
- iv. Motion: To approve the three cedar arches, per the sketch provided.
 - 1. By: Kristi
 - 2. 2nd: Charlie
 - 3. Result: Approved

B. Item 5.A Grant/Loan Payout Policy

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes
- iii. Discussion: There was discussion over past projects where loans were granted by the commission and then went unused, limiting the availability of those funds for other projects. Current funds available are \$28,524.33. Concern was expressed about the potential cost of managing the loan funds while in escrow. Patti will check with one or more banks to see if there are suggestions as to how to address this issue, and the cost of handling loaned funds and report next meeting.

C. 5.B and 5 C Status of 230 Main St. and demolition process within Historic District

- i. Discussion Items
- ii. Attachments: List of terms/requirements for Application for demolition
- iii. Presenter: Jessica

- iii. Discussion: These two items were discussed together since they are interrelated. As to 230 Main St., the owner has expressed interest in razing the building given its deteriorated condition primarily as a result of long term water damage, and the prohibitive cost of repair. He has requested an informational letter from the commission outlining what he needs to present for the demolition to be considered. Those familiar with the building concurred and also indicated the building is of concern to the adjoining buildings, Otter Creek and Club Liquor. Jessica presented a draft list of items that would be required as an addendum to the application for a Certificate of Appropriateness if permission for demolition was being sought. This included: proof of need for demolition (e.g. cost, condition, photo's, demolition estimates). Additional items, including post demolition site plans and possible impact on adjoining or neighboring properties were suggested. Joe will write the letter to the owner with the preliminary list of needed items, and Jessica will work on putting together an addendum to be used when permission for building demolition is sought.

D. Item 5.C Name Identification on Minutes

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes
- iii. Discussion: Concern has been expressed that the minutes need to be signed by the secretary and if possible, put in a more readable format. Secretary stated he would try and address both concerns, within guidance received from city attorney on minutes format.

E. Item 6.A Work Program/Action Plan and Budget

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes and Jessica

- iii. Discussion: The value of having a written action plan, with timelines for accomplishing items on plan was discussed. It was noted that substantively the commission has set such goals (e.g. sign guidelines, resurvey, CLG status), but there was consensus that a written plan would be valuable to monitor progress. Mayor Merkes also noted the 8/29/08 cutoff for budget request items, and the possible need for some funds for promoting historic preservation within the community, such as pamphlets, walking tour brochures, etc.

F. Item 6.B Certificate of Appropriateness Form

- i. Action Item
- ii. Attachments: Draft of form
- iii. Presenter: Jessica and Chris
- iii. Discussion: Minor revisions to the form were discussed and agreed, adding demolition as a possible category of work, adding reference to Exhibit 1, which would be the attachments detailing the work, setting the time cut off co-terminus with the building permit cut off and adding space for building inspection approval where required.
- iv. Motion: To approve the form with the revisions discussed, secretary to prepare revised form to forward to Jessica.
 - 1. By: Patti
 - 2. 2nd: Charlie
 - 3. Result: Approved

G. Item 6.D Historic Paint Palette

- i. Discussion Item
- ii. Attachments: Paint samples provided by Kristi from historic register
- iii. Presenter: Kristi
- iv. Discussion: Large number of paint samples were presented, both as to wall and trim colors. These are intended to be made available to give guidance to those seeking to alter their building by painting. While not pre-approved as colors, they are the preferred pallet colors and may be approved by the Department of Development staff

without commission action, provided staff is satisfied primary and trim colors in planned project. Listing of colors will be assembled for next meeting.

7. ADJOURNMENT

a. 5:35 pm

b. MOTION

i. BY: Chris

ii. 2ND: Charlie

iii. Result: Approved

These draft minutes submitted by secretary, Chris Evenson.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday July 22, 2008

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

Present: Commissioners R. Zielinski, W. Helein, D. Youngquist, J. Jurgenson, W. Zelinski, K. Bauer; Manager Much, Accountant Voigt.

Excused: Commissioner G. Falck.

Also Present: Mike Sambs (Waverly) Rob Franck (MCO).

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of June 24, 2008. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. June 26, 2008 letter from Randall Much, NMSC to Mr. Jim Savinski, DNR.
RE: Plant overflow due to rain event on June 12, 2008.
- B. June 27, 2008 letter from Randall Much, NMSC to Mr. Robert Potratz, Gizmo Farms.
RE: Denied request for increase in sludge hauling rate.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for June 2008. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the unaudited financial statements for the month of June 2008 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #12767 in the amount of \$107,236.49 for the month of August 2008. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve MCO invoice #12767 in the amount of \$107,236.49 for the month of August 2008 and to pay the invoice after August 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of June 2008. The interest rates on the money-market accounts and with the State Pool have continued to drop from the previous month. MCO generated \$2,631 in additional income for the Commission; restricted cash balances totaled \$2,758,000 at the end of June. Motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of June 2008. Motion carried unanimously.

Accountant Voigt presented Certificate for Payment #1 from Elmstar Electric in the amount of \$109,665.88 for work associated with the Primary Electric Underground Distribution Replacement. The 2.5% retainage in the pay request is based on contract language and state

law for municipal contracts. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve for payment Certificate for Payment #1 from Elmstar Electric in the amount of \$109,665.88. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#41618	Sludge to Sludge Heat Exchanger - Design	\$1,009.40.
#41619	Biosolids Management Plan	\$1,250.00.

Motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve for payment invoices #41618 and #41619 to McMahon Associates. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of June 2008. Everything is working well; Lee's Contracting is in the process of rebuilding the last 2 final clarifiers. Micro turbines – We have not been granted access yet to view micro turbines; we may need to look to travel to another community who has long term use of these units to view this technology. Discussion ensued on issues with methane gas and the need to properly clean the methane gas for use in engines. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve the operating report for the month of June 2008 and to place the report on file. Motion carried unanimously.

Manager Much discussed with the Commission adding an additional employee to the contract with Midwest Contract Operations to handle the added responsibilities associated with the pretreatment program; in particular the oversight of the oil and grease program and the added responsibilities for mercury reduction. The cost for the additional employee would be an increase of \$88,000 per annum. It was felt a large portion of this cost could be recovered in additional income from pretreatment fees. Revisions and corrections in the Pretreatment Ordinance will need to be made. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to approve the contract amendment with Midwest Contract Operations, Inc. to add an additional employee responsible for the pretreatment program at a cost of \$88,000 effective beginning August 1, 2008. Motion carried unanimously.

Manager Much reported there is no new information on the sludge to sludge heat exchanger.

Manager Much discussed the construction progress update report received from McMahon Associates on the Primary Electric Distribution System Upgrade. The box pads are installed, trenching and cable installation are currently being performed.

Manager Much reported that Attorney Gunz has been contacting Neenah-Menasha members on the county landfill board to inform them of the NMSC request for building a storage building on the landfill site. A meeting with Oshkosh representatives will occur to further discuss this process. It was questioned when would be the earliest that construction could begin; it was answered probably next summer.

Old Business

Ordinance Contract incorporate revisions update. Attorney Gunz completed the document. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner D. Youngquist to authorize distributing the completed document to the municipalities for their reference. Motion carried unanimously.


Sewer ownership update. Discussions between the communities are still occurring.

Amend NMSC Pretreatment Program. Updates to the Pretreatment Program will begin. We will look at using the EPA model ordinance and then add any unique items relevant to our needs. The revised program will be submitted to the DNR for approval.

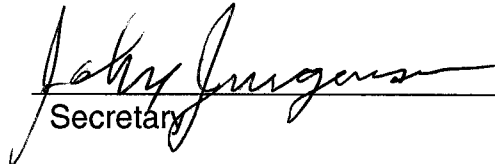
Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist, to approve Operating and Payroll Fund Vouchers #130407 thru #130468 in the amount of \$427,200.72 for the month of June 2008. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:55 a.m.



President



Secretary

THE NEXT REGULAR MEETING IS ON TUESDAY August 26th, 2008

**CITY OF MENASHA
Parks and Recreation Board
Smith Park Pavilion - 301 Park Street, Menasha**

August 11, 2008

MINUTES

 + [Back](#)  [Print](#)

1. CALL TO ORDER

Meeting called to order at 6:00 PM by Chr. D. Sturm.

2. ROLL CALL/EXCUSED ABSENCES

A.

Members Present: Chr. Dick Sturm, Ron Suttner, Mary Francis, Ald. Michael Taylor, George Korth, Tom Konetzke, Nancy Barker

Members Excused: None

Others Present: Mayor Don Merkes, Kathy Bayer, Jeff Reidel, Bill Ott and PRD Tungate

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to receive:

A. [Minutes of the July 14 and July 16, 2008 Park Board Meetings](#)

Moved by Tom Konetzke, seconded by George Korth to approve minutes of the July 14 and July 16, 2008 meetings.

Motion carried 7-0.

Motion Passed

Results:

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

Ald. Michael Taylor comment summary: several 4" x 4" boat tie up posts need repair along the Jefferson Park shorewall. Tree across the road from main pavilion should be removed. Additional signage or signs clarifying that leased dogs are allowed on the Jefferson Park trail are needed. Jefferson Pavilion mens room needs paint over primed area. Sweeping trail in Jefferson was

suggested. Boat launch port-a-potty has a drainage problem, needs to be elevated. Road near Jefferson boat launch needs repair. Smith Park needs an Isle of Valor location sign. Bad weeds on shorewall at Jefferson. Bench in water 10' off shorewall straight out from South Diamond.

T. Konetzke commended crew on Koslo field upkeep, check on West Shelter lights.

N. Barker not happy about Menasha Dock Associations use of the Memorial Building. UW-Extension 75th anniversary coming up on September 6.

G. Korth - if improvements are made to the electrical service at the East Shelter, do it right, make it permanent.

R. Suttner - City Garage attendant is very helpful and pleasant.

Kathy Bayer commented primarily about the lack of adequate electrical service at the East Shelter in Jefferson Park. This had a negative impact on the coed softball tournament she ran over the weekend. Several suggestions were made. The 220 panel the city provided did not work. Lack of a garbage can for the restroom shelter and scoreboard light problems were also mentioned. Park staff will discuss and look into these concerns. D. Sturm suggested all facilities be reviewed.

Jeff Reidel comment summary: thanked the city for involvement with Canine Agility trails. Please keep Jefferson paved trail clean and sweep or wash regularly. Clearer, better signage is needed in Jefferson Park stating that leashed pets are welcome on the trail.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Park Project Update](#)

[1. Handicapped Swing Project at Smith Park](#)

A lot of grass cutting, somewhat unusual for August. Handicapped swim installation will begin within a week.

B. [Follow-up on Free Swimming Day at Pool](#)

August 9 free swimming day at the pool went well. Approximately 110 new or people who had not been at the pool for 2-3 years were counted.

C. [Follow-up on Grunski Runski](#)

Grunski Runski was also successful. Some route changes were necessary due to street reconstruction.

D. [Solar Power Being Investigated for Swimming Pool](#)

Several city staff recently met with a solar vendor about the feasibility of installing solar panels to heat the swimming pool. Results of the site assessment may be available in the next 2-3 weeks. A cost estimate and pay back analysis will be part of that report.

E. [Morning Swim Closing Date](#)

Pool will be closing August 24. Sandblasting and painting the pool basin will occur throughout early fall.

6. DISCUSSION

A. Seafoodfest - September 5-6, 2008 in Jefferson Park - Bill Ott

Seafoodfest was discussed. Bill Ott was present to answer questions. This has been a very good event for the city. Rotary has given funds to several city projects over the years.

B. Menasha Historical Society Memorial Bench - Nancy Barker

N. Barker stated the Historical Society would like to place a memorial bench somewhere in front of the Memorial Building. It was determined that she should work this out with PRD Tungate.

C. Deadline for Items to be Placed on Agenda

The Board felt comfortable with setting a general Thursday at 1:00 PM deadline for Board items to be submitted, however discretion on this time may be used by the Director.

7. ACTION ITEMS

A. Approval of Seafoodfest, September 5-6, 2008 in Jefferson Park

Moved by George Korth, seconded by Nancy Barker to approve Seafoodfest on September 4-7, 2008 in Jefferson Park.

Motion carried 7-0.

Motion Passed
Results:

8. ADJOURNMENT

A.

Moved by Tom Konetzke, seconded by George Korth to adjourn at 8:10 PM.

Motion carried 7-0.

Motion Passed
Results:

CITY OF MENASHA
Plan Commission
Council Chambers, 140 Main Street, Menasha
August 26, 2008

DRAFT MINUTES

1 CALL TO ORDER

Mayor Merkes called the meeting to order at 11:35 a.m.

Public Hearing - TID #4 Project Plan Amendment
No one spoke.

Public Hearing - TID #5 Project Plan Amendment
No one spoke.

2. ROLL CALL/EXCUSED ABSENCES

A. -

PLAN COMMISSION MEMBERS PRESENT: Mayor Donald Merkes and Commissioners Sanders, Sturm and Cruickshank

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke, Alderman Benner, and Commissioner Schmidt

OTHERS PRESENT: CDD Keil, AP Beckendorf, Comptroller Stoffel, and Jim Wiegert

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the August 12, 2008 Plan Commission meeting

Moved by Comm. Sturm, seconded by Mayor Merkes to approve the August 12, 2008 Plan Commission meeting minutes.

Motion Carried on voice vote
Results:

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. -

None.

5. ACTION ITEMS

A. Plan Commission Resolution 2-08 Recommending Amendment #3 to Tax Increment Finance District #4

Moved by Comm. Sanders, seconded by Comm. Sturm to adopt Plan Commission Resolution 2-08, Recommending Amendment #3 to the Project Plan for Tax Increment District No. 4

CDD Keil explained that this amendment would allow excess increment from TID 4 to be applied to TID 7 to help pay debt obligations for TID 7.

Motion Carried on voice vote
Results:

B. Plan Commission Resolution 3-08 Recommending Amendment #3 to the Project Plan for Tax Increment District #5

Moved by Comm. Sanders, seconded by Comm. Sturm to adopt Plan Commission Resolution 3-08, Recommending Amendment #3 to the Project Plan for Tax Increment District No. 5 with the following change: The excess increment from TID No.5 would apply to TID No.7 in addition to TID No.8

CDD Keil explained that this amendment to TID 5 would allow excess increment to be applied to both TID 7 and TID 8. While TID 8 value is performing as expected, expenses in that district have exceeded projections - mainly in the acquisition and demolition of 81 and 87 Racine and 504 Broad.

Motion Carried on voice vote
Results:

C. Site Plan Review - Province Terrace Lot 15 - 1180 Province Terrace

Moved by Mayor Merkes, seconded by Comm. Sanders to approve the site plan for 1180 Province Terrace - Circle of Friends Child Learning Center - based on the project's consistency with the comprehensive plan, that it meets site plan requirements, and that the use is consistent with the zoning district – subject to the following conditions: 1. That the required 3' landscaping strip normally required along building facades facing a street be added to either the west side of the fence or to the east of the proposed sign; 2. The proposed fence shall be vinyl coated; 3. A new lighting plan must be submitted by September 4 and must illustrate the light values of all proposed luminaires; 4. That the owner work with staff on the substitution of all proposed potentillas; 5. That pedestrian access from the building to the Province Terrace trail be added

AP Beckendorf described the project and reviewed the staff report and proposed changes to the landscaping plan (distributed at the meeting).

Commissioners discussed the following:

- Replacing the potentillas at the front facade with evergreens
- Building orientation
- Pedestrian access to the Province Terrace trail and options for achieving access
- Potential snow removal issues
- Parking lot configuration
- Facade and roof line changes/options that would save the owner money and enhance the appearance of the building

Motion Carried on voice vote
Results:

D. Extraterritorial CSM Review - Appleton Road - Town of Menasha

Moved by Mayor Merkes, seconded by Comm. Sanders to recommend approval of the extraterritorial CSM located on STH 47/Appleton Road in the Town of Menasha

Commissioners discussed the following:

- Annexation
- Pedestrian easement

Motion Carried on voice vote
Results:

6. ADJOURNMENT

A. -

Moved by Comm. Sanders, seconded by Comm. Cruickshank to adjourn at 12:45 p.m.

Public Works and Parks Safety Committee
July 22, 2008
Minutes

Meeting called to order at 9:03 AM

Present: Bob Huss, Tim Jacobson, Jeff Nieland, Mark Radtke, Ken Popelka, Jeff Brandt, Peggy Murphy, Sue Nett

Absent: Jim Julius, Adam Alix, Corey Gordon, Matt Schultz, Brian Tungate

A. Motion to approve minutes from June 24, 2008 meeting made by Bob Huss and seconded by Mark Radtke

B. Old Business

1. Emergency Operations and Evacuation Plan – evacuation maps and signage in process by Adam Alix and city engineering staff.
2. Brackets available for outside mounting of fire extinguishers on city trucks. Equipment will be installed on each truck during scheduled oil changes at DPW facility.
3. Discussed PPE Policy sub-committee meeting to address safety shoe guidelines for engineering staff.

C. New Business

1. Monthly safety topic on confined spaces distributed. DPW and Parks committee members expressed current city policy on confined space being utilized.
2. DPW injury reviewed from May 2008 in regards to an employee having back pain from pulling garbage debris out of a sanitation truck. Medical treatment not needed. Jeff Brandt stated it is the decision of the Dept. Head/Supervisor when to recommend medical evaluation after a work related injury.
3. CVMIC safety report for DPW and Parks Depts. done on June 24, 2008 was favorable with only a few reminders noted for use of proper PPE and work zone guidelines. One key point of this report was to recommend the public stay out of work zone areas to prevent injuries to themselves and others. Reminder also given to have summer hires follow dept. policies and procedures on safety guidelines.
4. Follow-up walk through inspection revealed some safety issues difficult to resolve due to space and building constraints. Recommended painting changes in elevation bright yellow to eliminate falls.

D. Training

1. Bob Huss suggested ergonomics review for staff.
2. Committee members discussed need for future PPE training annually for seasonal employees.

E. Meeting adjourned at 11:00 AM.



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF PROPERTY TAX • EQUALIZATION SECTION -PROPERTY

RECEIVED

AUG 15 2008

CITY OF MENASHA

BY dg

ASSESSMENT OFFICE
LAKE WINNEBAGO DISTRICT
845 SOUTH MAIN STREET, SUITE 140
FOND DU LAC, WI 54935-6116
TELEPHONE: (920) 929-2970
FAX: (920) 929-7202
<http://www.revenue.wi.gov>

August 15, 2008

Dear Municipal Clerk:

70 251

Section 70.57 of the Wisconsin Statutes requires the Department of Revenue (DOR) to notify each county and taxation district of its Equalized Value on August 15. In compliance with the statutes, the following material is enclosed for your review:

- *1. County Equalization Report - Provides the 2008 Equalized Value for each taxation district in the county, indicating changes from 2007.
- 2. Assessment/Sales Ratio Analysis - Shows the 2007 average assessment to sales ratio for residential and commercial property with usable market value sales in your taxation district.
- *3. Condensed Sales Summary Report - Provides a detailed listing of 2007 arm's length sales of properties that are 38 acres or greater in size. Each sale is summarized indicating the average price paid per acre.

The following reports are not enclosed however will be available at the indicated DOR website links on or about August 15.

- *4 County Apportionment Report - Lists each taxation district showing the 2008 percent to total, which indicates each district's portion of the county levy and is found at:
<http://www.revenue.wi.gov/report/e.html>.
- *5 Statement of Changes in Equalized Values (Report 2) - shows the economic change, new construction and other changes made to your district for this year and is found on our website at:
<http://www.revenue.wi.gov/report/e.html>

***According to Wisconsin law, the Equalized value of Agricultural lands reflect the Use value of the land, not the Market value, and the Undeveloped and Agricultural Forest lands are reported at 50% of Market value.**

Sales information is used to estimate changes in the market value of real estate from one year to the next. Should you be interested in obtaining a detailed listing of the sales included in the Assessment/Sales Ratio Analysis (item #2), please contact our office.

The Assessor's Final Report information is an integral part of the Equalized value because it identifies physical changes to the district's tax base such as new construction, demolitions, exemptions, classification shifts, and personal property. Reports are due from the assessor on the second Monday in June; estimated reports are acceptable if assessments aren't finalized. The status of this district's Assessor's Final Report as Equalized values were developed in June, 2008:

- An Estimated Assessor's Final Report was received and used to estimate the value of changes to the tax base.

If you have any other questions concerning the Equalized Values or the material enclosed, please contact our office for further clarification. If you would like to meet with a representative of this office, a meeting can be scheduled at a mutually agreeable time. Per Section 70.64 of the Wisconsin Statutes, if municipal officials conclude the Equalized Value is unequal or discriminatory, a written appeal may be filed with the Wisconsin Tax Appeals Commission on or before October 15, 2008. The appeal would name the Wisconsin Department of Revenue as respondent. The Wisconsin Tax Appeals Commission address is 5005 University Avenue, Suite 110, Madison, Wisconsin, 53705.

Sincerely,

Allan Land, Supervisor of Equalization
Bureau of Property Tax

cc: Chief Elected Official (LETTER ONLY)

Enclosures

Statement of Changes in Equalized Values Department of Revenue by Class and Item

Year: 2008

Select year if not displayed

AREA: LAKE
WINNEBAGO

COUNTY:
WINNEBAGO

CITY:
MENASHA

75-
70-
251

REAL ESTATE	2007 R.E. EQUALIZED VALUE	\$ AMOUNT OF ECONOMIC CHG	% CHG	\$ AMOUNT OF NEW CONSTR	% CHG	\$ AMOUNT OF ALL OTHER CHG	% CHG	2008 R.E. EQUALIZED VALUE	TOTAL \$ CHANGE IN R.E. VALUE	% CHG
RESIDENTIAL										
LAND	125,412,800	0	0	0	0	91,500	0	125,504,300	91,500	0
IMP	445,467,000	0	0	2,156,800	0	117,700	0	447,741,500	2,274,500	1
TOTAL	570,879,800	0	0	2,156,800	0	209,200	0	573,245,800	2,366,000	0
COMMERCIAL										
LAND	34,748,700	347,100	1	194,900	1	-404,200	-1	34,886,500	137,800	0
IMP	134,938,100	1,354,400	1	3,428,400	3	453,900	0	140,174,800	5,236,700	4
TOTAL	169,686,800	1,701,500	1	3,623,300	2	49,700	0	175,061,300	5,374,500	3
MANUFACTURING										
LAND	7,875,200	128,300	2	0	0	461,300	6	8,464,800	589,600	7
IMP	63,980,900	-825,600	-1	832,200	1	14,193,500	22	78,181,000	14,200,100	22
TOTAL	71,856,100	-697,300	-1	832,200	1	14,654,800	20	86,645,800	14,789,700	21
AGRICULTURAL										
LAND/TOTAL	0	0	0	0	0	0	0	0	0	0
UNDEVELOPED										
LAND/TOTAL	0	0	0	0	0	0	0	0	0	0
AG FOREST										
LAND/TOTAL	0	0	0	0	0	0	0	0	0	0
FOREST										
LAND/TOTAL	0	0	0	0	0	14,300	0	14,300	14,300	0
OTHER										
LAND	0	0	0	0	0	0	0	0	0	0
IMP	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
TOTAL REAL ESTATE										
LAND	168,036,700	475,400	0	194,900	0	162,900	0	168,869,900	833,200	0
IMP	644,386,000	528,800	0	6,417,400	1	14,765,100	2	666,097,300	21,711,300	3
TOTAL	812,422,700	1,004,200	0	6,612,300	1	14,928,000	2	834,967,200	22,544,500	3
PERSONAL PROPERTY										
	2007 MERGED P.P.	2008 EVA P.P.	% CHG	2008 MFG P.P.	% CHG	2008 MERGED P.P.			TOTAL \$ CHANGE IN P.P. VALUE	% CHG
WATERCRAFT	0	0	0	0	0	0		0	0	0
MACH TOOL & PAT	10,404,400	3,186,800	-4	9,415,300	33	12,602,100		12,602,100	2,197,700	21
FUR FTX & EQUIP	11,497,700	7,599,500	-4	2,973,200	-17	10,572,700		10,572,700	-925,000	-8
ALL OTHER	2,751,300	2,619,200	126	1,428,600	-10	4,047,800		4,047,800	1,296,500	47
TOTAL PERSONALTY	24,653,400	13,405,500	8	13,817,100	13	27,222,600		27,222,600	2,569,200	10
	2007 TOTAL EQUALIZED VALUE					2008 TOTAL EQUALIZED VALUE			TOTAL \$ CHANGE IN EQUAL VALUE	% CHG
	837,076,100					862,189,800 *			25,113,700	3

footnote: * DO NOT USE THESE FIGURES TO CALCULATE RATIOS. PLEASE CONTACT THE DISTRICT EQUALIZATION OFFICE.

Statement of Changes in Equalized Values Department of Revenue by Class and Item

Year: 2008

Select year if not displayed

AREA: LAKE
WINNEBAGO

COUNTY:
CALUMET

CITY:
MENASHA

75-
08-
251

REAL ESTATE	2007 R.E. EQUALIZED VALUE	\$ AMOUNT OF ECONOMIC CHG	% CHG	\$ AMOUNT OF NEW CONSTR	% CHG	\$ AMOUNT OF ALL OTHER CHG	% CHG	2008 R.E. EQUALIZED VALUE	TOTAL \$ CHANGE IN R.E. VALUE	% CHG
RESIDENTIAL										
LAND	28,515,800	573,900	2	1,466,400	5	-61,700	0	30,494,400	1,978,600	7
IMP	112,105,900	2,239,400	2	6,905,600	6	-262,000	0	120,988,900	8,883,000	8
TOTAL	140,621,700	2,813,300	2	8,372,000	6	-323,700	0	151,483,300	10,861,600	8
COMMERCIAL										
LAND	4,671,800	46,600	1	2,773,100	59	650,200	14	8,141,700	3,469,900	74
IMP	14,674,600	146,800	1	654,400	4	-42,100	0	15,433,700	759,100	5
TOTAL	19,346,400	193,400	1	3,427,500	18	608,100	3	23,575,400	4,229,000	22
MANUFACTURING										
LAND	13,500	0	0	0	0	0	0	13,500	0	0
IMP	57,300	0	0	0	0	0	0	57,300	0	0
TOTAL	70,800	0	0	0	0	0	0	70,800	0	0
AGRICULTURAL										
LAND/TOTAL	25,200	3,200	13	0	0	-7,600	-30	20,800	-4,400	-17
UNDEVELOPED										
LAND/TOTAL	1,000	500	50	0	0	16,000	***	17,500	16,500	***
AG FOREST										
LAND/TOTAL	10,000	1,000	10	0	0	0	0	11,000	1,000	10
FOREST										
LAND/TOTAL	30,000	36,000	120	0	0	0	0	66,000	36,000	120
OTHER										
LAND	0	0	0	0	0	0	0	0	0	0
IMP	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
TOTAL REAL ESTATE										
LAND	33,267,300	661,200	2	4,239,500	13	596,900	2	38,764,900	5,497,600	17
IMP	126,837,800	2,386,200	2	7,560,000	6	-304,100	0	136,479,900	9,642,100	8
TOTAL	160,105,100	3,047,400	2	11,799,500	7	292,800	0	175,244,800	15,139,700	9
PERSONAL PROPERTY										
WATERCRAFT	0	0	0	0	0	0	0	0	0	0
MACH TOOL & PAT	302,000	220,400	-26	1,700	-23	222,100		222,100	-79,900	-26
FUR FTX & EQUIP	1,017,900	1,389,300	37	200	0	1,389,500		1,389,500	371,600	37
ALL OTHER	152,900	156,000	2	200	0	156,200		156,200	3,300	2
TOTAL PERSONALTY	1,472,800	1,765,700	20	2,100	-19	1,767,800		1,767,800	295,000	20
	2007 TOTAL EQUALIZED VALUE							2008 TOTAL EQUALIZED VALUE	TOTAL \$ CHANGE IN EQUAL VALUE	% CHG
	161,577,900							177,012,600 *	15,434,700	10

footnote:*** = PERCENT CHANGE EXCEEDS 999%
* DO NOT USE THESE FIGURES TO CALCULATE RATIOS. PLEASE CONTACT THE DISTRICT EQUALIZATION OFFICE.

Tax Base Change Due to Net New Construction

	<u>2007 Net New Construction</u>	<u>2007 Equalized Value</u>	<u>Tax Base Chg. Due to New Construction</u>
WINNEBAGO COUNTY			
Towns			
Algoma	\$14,637,500	\$549,237,300	2.7%
Black Wolf	3,251,400	259,168,800	1.3
Clayton	15,905,900	386,740,600	4.1
Menasha	27,047,800	1,389,484,200	1.9
Neenah	9,532,600	355,672,400	2.7
Nekimi	3,124,800	119,939,000	2.6
Nepeuskun	781,600	53,777,900	1.5
Omro	2,127,900	172,256,200	1.2
Oshkosh	2,644,600	307,206,900	0.9
Poygan	5,709,100	116,977,000	4.9
Rushford	1,582,400	105,484,700	1.5
Utica	936,500	124,602,700	0.8
Vinland	1,449,800	229,836,100	0.6
Winchester	3,741,400	134,079,300	2.8
Winneconne	6,022,600	278,426,200	2.2
Wolf River	2,414,200	170,420,300	1.4
Villages			
Winneconne	2,269,300	187,931,900	1.2
Cities			
Menasha *	17,925,400	998,654,000	1.8
Neenah	25,158,200	1,864,942,000	1.3
Omro	4,229,600	169,031,600	2.5
Oshkosh	94,451,600	3,722,810,200	2.5
County Government	234,288,900	11,601,104,500	2.0

* This municipality is located in more than one county. The amounts shown are for the entire municipality, as opposed to the part of the municipality in this county.

Submitted by Police Chief Stanke, City of Menasha

Capitol Connection
By State Senator Joe Leibham
August 21, 2008

~ Just Ask Joe: Low Income Energy Assistance Fee ~

Over the past year, I have been asked by numerous constituents about a charge that now appears on area utility bills. Many constituents have expressed confusion as to what this fee is, what it is used for and where it originated. It is my hope that this "Just Ask Joe" column will provide some helpful information regarding the "Low Income Energy Assistance Fee."

Beginning in July 2007, utility companies have been directed to include a new line item on all electric bills clearly identifying the state-mandated "Low Income Energy Assistance Fee." While the identification of this fee is new, the tax associated with it goes back to the 1980s.

In the 1980s, at the same time that the major electric and natural gas utilities were undertaking energy conservation programs, the state government mandated that electric utilities in Wisconsin should provide a variety of low income energy assistance programs under the oversight of the Wisconsin Public Service Commission (PSC). The utilities began providing weatherization assistance programs, as well as financial assistance for the installation of insulation and other energy conservation measures in the homes of qualifying low income customers. The goal of the program was to reduce these customers' energy needs, thereby making energy more affordable to them.

By the mid-1980s the PSC had ordered major utilities to establish additional programs designed to assist low income energy customers. With the oversight and approval of the PSC, the utilities provided this assistance, the cost of which was "recovered" in the rates they charged to all energy consumers. To put it in simpler terms, electric utility customers have been paying for low income energy assistance in their rates for years, but did not see it as a separate charge on their bills.

Over the past number of years, various efforts have been made reduce or eliminate this utility bill tax. While I supported these efforts, they failed to receive the majority support necessary to be approved.

Finally, as a part of 2005 Wisconsin Act 141, which I supported, we were able to at least get the "Low Income Energy Assistance Fee" disclosed as a separate line item on electric bills so that utility ratepayers would realize they were paying this tax.

As you can see, the low income energy assistance program has undergone a number of changes through the years. Currently, the funds collected from the Low Income Energy Assistance Fee, when combined with federal dollars, go to

fund various programs administered by the state Department of Administration. For example, the Wisconsin Home Energy Assistance Program (WHEAP) provides assistance to eligible households with income at or below 150% of the federal poverty level for the applicable household size. Funding is also available through the Keep Wisconsin Warm Fund (KWWF) for crisis assistance to low income households that are over the WHEAP income eligibility limits but are having difficulty paying their utility bills.

For more information about the Low Income Energy Assistance Fee, I encourage you to visit <http://www.legis.state.wi.us/LRB/pubs/wb/08wb1.pdf> . For more information about utility public benefits in general, I you may also visit <http://www.legis.state.wi.us/lfb/Informationalpapers/87.pdf> .

Is there a state program, law or issue you would like me to address? “Just ask Joe” by calling me at 888-295-8750, writing to P.O. Box 7882, Madison, WI 53707-7882, or by e-mailing me at Sen.Luibham@legis.wi.gov. You can also log on to the 9th Senate District on-line office at www.leibhamsenate.com.

As always, it has been a pleasure communicating with you. It is an honor representing the residents of the 9th District in the State Senate!

-----Original Message-----

From: Robert Stanke

Sent: Wednesday, August 20, 2008 1:31 PM

To: Debbie Galeazzi

Cc: Kristin Sewall

Subject: FW: Senator Leibham's Weekly E-Update

Could you include this as a correspondence for the next council packet or e-mail it out to the council. The subject came up at the last council meeting.

Bob

Capitol Connection

By State Senator Joe Leibham

August 13, 2008

~ Emerald Ash Borer Arrives in Wisconsin ~

On August 1, the state Department of Agriculture, Trade and Consumer Protection (DATCP) broke the disappointing news that the Emerald Ash Borer (EAB) has arrived in Wisconsin. The Emerald Ash Borer is an exotic wood-boring beetle that feeds only on ash trees, which are plentiful throughout our area.

The adult EAB is a metallic green insect about one-half inch long and one-eighth inch wide. The adults lay eggs deep in the crevices of ash tree bark and the larvae, hatching from the eggs, eat their way through the fluid-conducting vessels under the bark. This cuts off the flow of nutrients in the tree, leading to its eventual death. The beetle is native to Asia and was first discovered near Detroit, Michigan in 2002. Since then, the EAB has been identified in Ontario, Indiana, Ohio, Illinois, Pennsylvania, West Virginia, Maryland, Virginia, Missouri, and now Wisconsin. An estimated 25 million ash trees have been killed by the EAB in these infested areas.

The initial discovery of the EAB in Wisconsin was made by forest health specialists investigating a report of dying ash trees in a private woodlot in the Town of Saukville, Ozaukee County. A second discovery was made in Washington County, not far from the first, when three adult beetles were found stuck to a purple EAB trap located in the Village of Newburg. Adult beetles and larvae were collected from the infested sites and confirmed by scientists with the United States Department of Agriculture.

In response to these discoveries, DATCP has established quarantine in Ozaukee and Washington Counties – as well as nearby Sheboygan and Fond du Lac Counties – in an effort to limit the artificial spread of the EAB, which may be present in ash nursery stock, firewood, timber or other articles. The quarantine will affect plant nurseries, firewood dealers, lumber mills, arborists, pallet manufacturers and homeowners within the four-county area.

Specifically, nurseries in quarantined counties will not be able to move ash nursery stock to non-quarantined counties or states, as there is no known way to eliminate the EAB from a tree with 100 percent success. Businesses like lumber mills, firewood dealers and pallet manufacturers will be required to follow approved handling methods

to prevent the spread of the EAB on wood items. This might include procedures like debarking, fumigation or kiln-drying. In addition, DATCP will inspect and certify the wood products to be free of EAB before they are allowed to move out of the quarantined area.

Campers in Wisconsin's state parks must also be aware that it is prohibited to bring firewood onto any Department of Natural Resources (DNR) properties from more than 50 miles away – or from outside of Wisconsin. In addition, state and federal laws forbid moving firewood out of EAB-quarantined areas. This means firewood that has been stored, purchased, harvested, or in any way moved through Ozaukee, Washington, Fond du Lac or Sheboygan Counties may not be used in a state park. If such firewood enters a DNR-managed property, regardless of whether it is within 50 miles, it will be confiscated.

Violating the quarantine is a criminal action and may result in a fine of up to \$200, six months in jail or both. If regulated materials cross the state line, federal penalties begin at \$1,000.

The EAB is a slow moving insect, except when it gets help from us. An infestation only expands naturally by one-half to two miles annually, but its transmission has accelerated due to the inadvertent transportation of EAB larvae in infested materials by people.

According to the state Department of Natural Resources (DNR), Wisconsin's forests include approximately 727 million ash trees. In addition, an estimated 5.2 million ash trees adorn our cities and villages. With the ash tree such a prominent part of our beautiful Wisconsin landscape, controlling the EAB in the coming months and years will be an issue of great importance to all of us. I encourage you to learn about the signs and symptoms of EAB infestation – and ensure you are not aiding the spread of this pest – by visiting the Wisconsin EAB Program website at www.emeraldashborer.wi.gov. You may also report suspicious ash trees or request additional information by calling the Wisconsin EAB Program hotline toll-free at (800) 462-2803.

Is there a state program, law or issue you would like me to address? “Just ask Joe” by calling me at 888-295-8750, writing to P.O. Box 7882, Madison, WI 53707-7882, or by e-mailing me at Sen.Leibham@legis.wi.gov. You can also log on to the 9th Senate District on-line office at www.leibhamsenate.com.

As always, it has been a pleasure communicating with you. It is an honor representing the residents of the 9th District in the State Senate!

Discovery Point Indian Sculpture

For the 200th Anniversary of the Lewis & Clark expedition, the U. S. Government commissioned George Lundeen to design and sculpt commemorative life-size bronze tributes of Meriwether Lewis, William Clark, Sacagawea, Lewis's dog Seaman, and the "Discovery Point" Indian. This Indian is representative of the Native American Indians that Lewis & Clark encountered as they traveled west across what would become the United States of America.

If you read the account from the writings of Lewis & Clark, they frequently mention the tremendous welcome that the Native Americans gave them as they moved west across North America. The Indians were by and large friendly, very knowledgeable about nature, and very helpful in charting the course the expedition traveled. There are many writings about the importance of this incredible journey in the history of our country, and this was what the U. S. Government wanted to document with Lundeen's sculptures.

According to Lundeen, the Native Americans shown here represent the Native Americans who helped Lewis & Clark during their journey. The "Discovery Point" Indian wears a "peace medal" with the likeness on it of President Thomas Jefferson. Peace medals were presented by the Co-Captains to the Native American chiefs they met along the way.

Lundeen's design was produced in bronze in Loveland, Colorado, at Deane Knox's Knox Galleries, the nation's premier monumental bronze sculpture gallery.

The new casting of the "Discovery Point" Indian was placed at the entranceway to downtown Menasha to again depict a welcoming hand to all who come.

May 22, 2008

Menasha Utilities
Steam Detail
For the Seven Months Ending July 31, 2008

	Current Month		Year-to-Date		Annual Budget
	Actual	Budget	Actual	Budget	
Operating Revenues					
Steam Sales - Sonoco	\$556,194.10	\$646,940.92	\$4,641,138.28	\$5,475,467.67	\$9,247,958.92
Steam Sales - Alcan	19,049.30	21,768.62	225,007.72	274,499.60	457,784.79
Steam Sales - Whiting	23,599.60	27,992.87	243,659.50	286,546.54	485,503.77
Electric Sales	45,174.71	36,802.49	587,227.55	369,689.81	742,944.54
MISO Sales	442,062.06	305,288.02	1,747,891.19	1,475,857.69	2,250,064.38
Capacity Payment	14,578.62	14,154.00	97,427.32	94,978.00	163,288.00
Forfeited Discounts-Late Charges	263.55		1,124.86	1,124.86	
Total Operating Revenues	1,100,921.94	1,052,946.52	7,543,476.42	7,977,039.31	13,347,544.40
Operation and Maintenance Expenses					
Steam Power Generation					
Labor	131,944.49	107,339.69	843,257.29	751,377.83	1,288,076.00
Coal	484,339.07	511,983.84	2,961,834.46	3,715,385.85	6,154,125.89
Ash Disposal	13,774.86	10,481.71	81,804.89	76,064.11	125,991.80
Other Fuel Expenses	1,647.82	3,667.00	34,711.08	25,669.00	44,004.00
Steam Expenses	2,730.61	8,633.33	53,081.28	60,433.31	103,600.00
City Water and Sewer	15,729.40	12,162.69	148,067.34	105,185.93	179,434.14
Electric Expenses	211.91	2,158.33	3,243.17	15,108.31	25,900.00
Miscellaneous Steam Power Expenses	5,403.31	4,532.17	38,748.95	31,725.19	54,386.00
Auxiliary Power	85,380.00	78,224.64	562,718.36	539,467.28	942,020.37
Maintenance of Structures	67.75	1,295.00	396.35	9,065.00	15,540.00
Maintenance of Boiler Plant	3,304.49	10,125.00	86,425.57	160,875.00	301,500.00
Maintenance of Electric Plant	2,698.75	8,333.33	18,354.56	58,333.31	100,000.00
Maintenance of Miscellaneous Steam Plant	375.63	833.33	16,558.75	5,833.31	10,000.00
Total Steam Power Generation	747,608.09	759,770.06	4,849,202.05	5,554,523.43	9,344,578.20
Distribution Expenses					
Chemical Expense	2,346.23	11,568.67	74,818.54	80,980.69	138,824.00
Steam Line Expense		157.92	8,180.20	1,105.44	1,895.00
Customer Installation	2,229.80	479.42	5,054.06	3,355.94	5,753.00
Maintenance of Mains	10,242.26	1,181.17	17,745.86	8,268.19	14,174.00
Maintenance of Services		172.33	1,782.09	1,206.31	2,068.00
Maintenance of Meters			1,038.51	1,038.51	
Total Distribution Expenses	14,818.29	13,559.51	108,619.26	94,916.57	162,714.00
Administrative and General Expenses					
Administrative and General Salaries	4,262.88	7,765.96	24,485.34	54,361.72	93,191.52
Office Supplies and Expenses	56.22	416.67	1,557.15	2,916.69	5,000.00
Outside Services Employed	29,880.84	7,383.00	169,195.99	47,913.00	80,105.00
Property Insurance	4,552.04	3,750.00	31,864.28	26,250.00	45,000.00
Injuries and Damages	2,053.54	3,467.50	17,143.08	24,272.50	41,610.00
Employee Pensions and Benefits	27,145.04	33,461.42	208,300.08	234,453.94	403,780.01
Miscellaneous General Expenses	(223.68)	1,688.00	2,800.77	12,621.00	19,783.00
Vehicle Clearing	110.44	0.01	(108.43)	0.07	
Power Operated Clearing	(10.46)		3,627.41		
Rents	50.00	50.00	350.00	350.00	600.00
Total Administrative and General Expenses	67,876.86	57,982.56	459,305.67	403,138.92	689,069.53
Total Operation and Maintenance Expenses	830,303.24	831,312.13	5,417,126.98	6,052,578.92	10,196,361.73
Other Operating Expenses					
GE Water Treatment Lease Expense	29,166.03	29,166.03	204,162.21	204,162.21	349,992.36

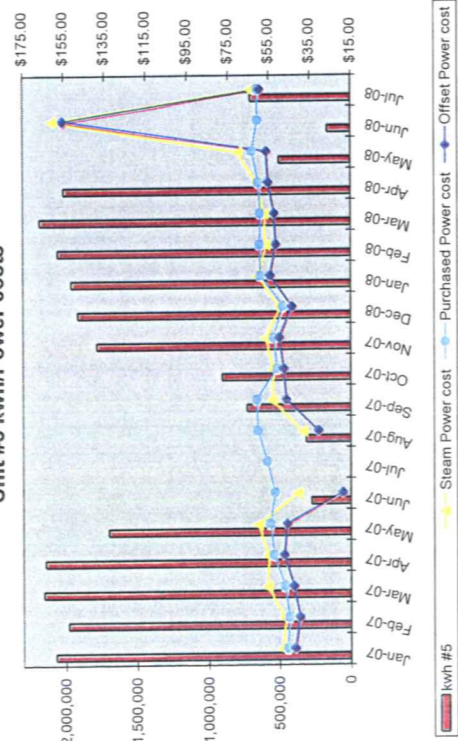
Menasha Utilities
Steam Detail
For the Seven Months Ending July 31, 2008

	Current Month			Year-to-Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Taxes	\$10,639.83	\$8,862.67	\$1,777.16	\$59,387.80	\$62,038.69	(\$2,650.89)	\$106,352.00
Total Other Operating Expenses	39,805.86	38,028.70	1,777.16	263,550.01	266,200.90	(2,650.89)	456,344.36
Total Operating Expenses	870,109.10	869,340.83	768.27	5,680,676.99	6,318,779.82	(638,102.83)	10,652,706.09
Net Operating Income (Loss)	230,812.84	183,605.69	47,207.15	1,862,799.43	1,658,259.49	204,539.94	2,694,838.31
<i>Other Income</i>							
Interest and Dividend Income	7,231.38	8,683.00	(1,451.62)	74,764.31	56,418.00	18,346.31	98,406.00
Total Other Income	7,231.38	8,683.00	(1,451.62)	74,764.31	56,418.00	18,346.31	98,406.00
Income Before Interest Charges	238,044.22	192,288.69	45,755.53	1,937,563.74	1,714,677.49	222,886.25	2,793,244.31
<i>Interest Charges</i>							
Interest on Long-Term Debt	100,658.32	100,517.50	140.82	704,608.24	703,622.50	985.74	1,206,210.00
Interest on Debt to Municipality	77,140.05	77,140.00	0.05	539,980.35	539,980.00	0.35	925,680.00
Other Interest Expense	2,396.83		2,396.83	15,555.76		15,555.76	
Total Interest Charges	180,195.20	177,657.50	2,537.70	1,260,144.35	1,243,602.50	16,541.85	2,131,890.00
Net Income (Loss)	57,849.02	14,631.19	43,217.83	677,419.39	471,074.99	206,344.40	661,354.31

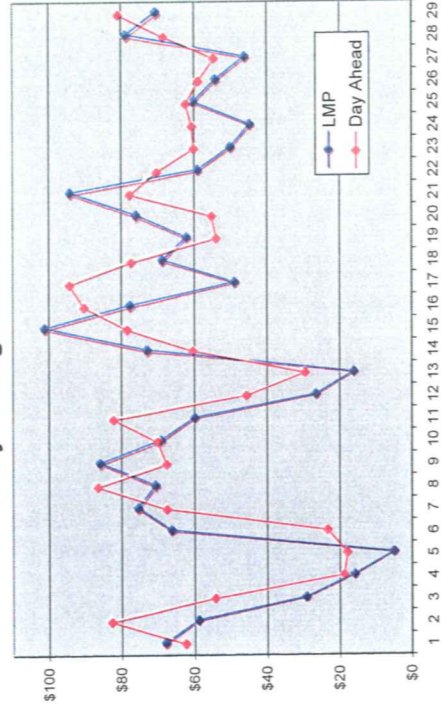
STEAM DISTRIBUTION FOR JULY 2008

	Monthly Total	Budget	YTD	YTD Budget
Total Steam purchased				
Sonoco	54,316	52,469	453,236	444,077
Alcan	1,905	1,766	22,797	22,263
Whiting	2,360	2,744	24,366	25,946
Steam Total	58,581	56,979	500,399	492,286
	Monthly Total	Budget	YTD	YTD Budget
Total Generation kwh				
MISO Market				
Unit #3	33,094	0	18,760,543	5,833,000
Unit #4	2,553,251	4,849,000	9,985,645	21,842,000
Real-Time - MISO				
Average MISO Price	889,137	2,442,028	8,869,076	51.21
Day-Ahead - MISO				
Average MISO Price	1,697,208	4,849,000	19,877,112	27,675,000
Total MISO Market				
Average MISO Price	31.87	67.76	54.86	54.02
Behind the Meter				
Unit #5	378,269	635,000	9,567,414	6,375,000
Average Price**	64.17	57.96	0.00	57.99
MW Total	3,832,733	5,484,000	38,313,602	34,050,000

Unit #5 kwh/Power costs

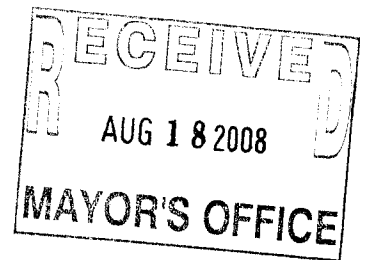


Daily Average MISO rates



To the Mayor and the City Council

Subject: The deteriorating condition of the reservoir at Winz Park.



Gentlemen:

I live in the 811 block of First Street and on the corner of First and Manitowoc Street is Winz Park which sits atop the reservoir for the city water plant which is one block away on Broad Street. The concrete has been deteriorating for some time now with leaks as well as crumbling concrete at the corner of it. It has many rust stains running down the side. I felt with my hand and it is wet, the water can be seen oozing out. This is not the first time I have tried to get someone's attention about the problem. Has anyone even bothered to look at it and why not? Was it shoddy work that was done and who did the work of constructing it? It needs to be attended to and I hope it will get the needed repair soon. Thank You

Rita Robinson
811 First Street
Menasha, WI

A handwritten signature in cursive script that reads "Rita Robinson".



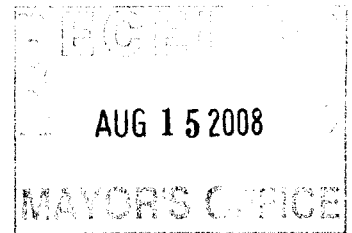
Valley Home Builders Association

920 W. Association Drive • Appleton, WI 54914

(920) 731-7931 • Fax: 731-7968

www.vhba.com

TO: Mayor Don Merkes, City Alderpersons, and Staff
FROM: Adam Delikowski, Director of Government Affairs
DATE: July 29, 2008
RE: Recommended Year 2030 Comprehensive Plan



Introduction

Valley Home Builders Association (VHBA), a not-for-profit trade organization, serves builders, developers, remodelers, subcontractors, suppliers, manufacturers and others representing all aspects of the residential construction, remodeling and land development industries in the Fox Valley area.

Our association, of nearly 1000 members, serves its members and the public as an advocate for safe, quality and attainable housing, a resource for housing information, and a community partner. As such, we have a keen interest in local comprehensive plans and have carefully reviewed the *City of Menasha Year 2030 Recommended Comprehensive Plan*. Regarding that plan, we respectfully submit the following comments.

General Comments

Overall, the plan provides a solid roadmap for the City to follow. As is noted in the plan, population growth will be tempered by a number of factors, the largest of which being a lack of developable land. The City appears to have acknowledged its situation and proposed an appropriate, creative plan to deal with the coming times.

Below are more specific comments pertaining to certain sections of the comprehensive plan:

Chapter 2 – Population and Housing

The City's plan for dealing with changes in populations and the challenges of the physical limitations of the city is valid. VHBA encourages the use of infill, brownfield, and appropriate rezoning or redevelopment of usable land. Given that the City's population growth for the near future will be moderate and its borders have physical limitations, redevelopment and creative use of land will be imperative.

As an advocate for attainable housing across all spectrums of life, VHBA appreciates the City's aggressive approach to reduce the costs of development. As the Fox Valley ages and the area's housing stock begins to deteriorate, innovative policies will be critical to keep homes attainable for everyone. In particular, recommendations 27 and 29 are welcomed additions to any municipality's policies. In addition to reducing costs by altering infrastructure requirements, the City can encourage more sustainable development practices and creative applications of common practices.

However, particular care must be taken to not overstep any bounds with regard to code updates and rehabilitation efforts. While many programs are well-intentioned, problems can occur if they become too aggressive or cumbersome, which can skyrocket home-ownership costs and municipality budgets for enforcement.

Chapter 4 – Utilities and Community Facilities

While the creation and maintenance of community facilities is critical to maintaining quality of life in Menasha, VHBA strongly discourages the use of impact fees to address these concerns. Some items, such as local infrastructures in a new subdivision, should not be burdened wholly by other residents. However, impact fees are, at their base, a tax on new development and a redistribution of costs. Impact fees also will undermine the goals for attainable housing found in Chapter 2.

Chapter 9 – Implementation

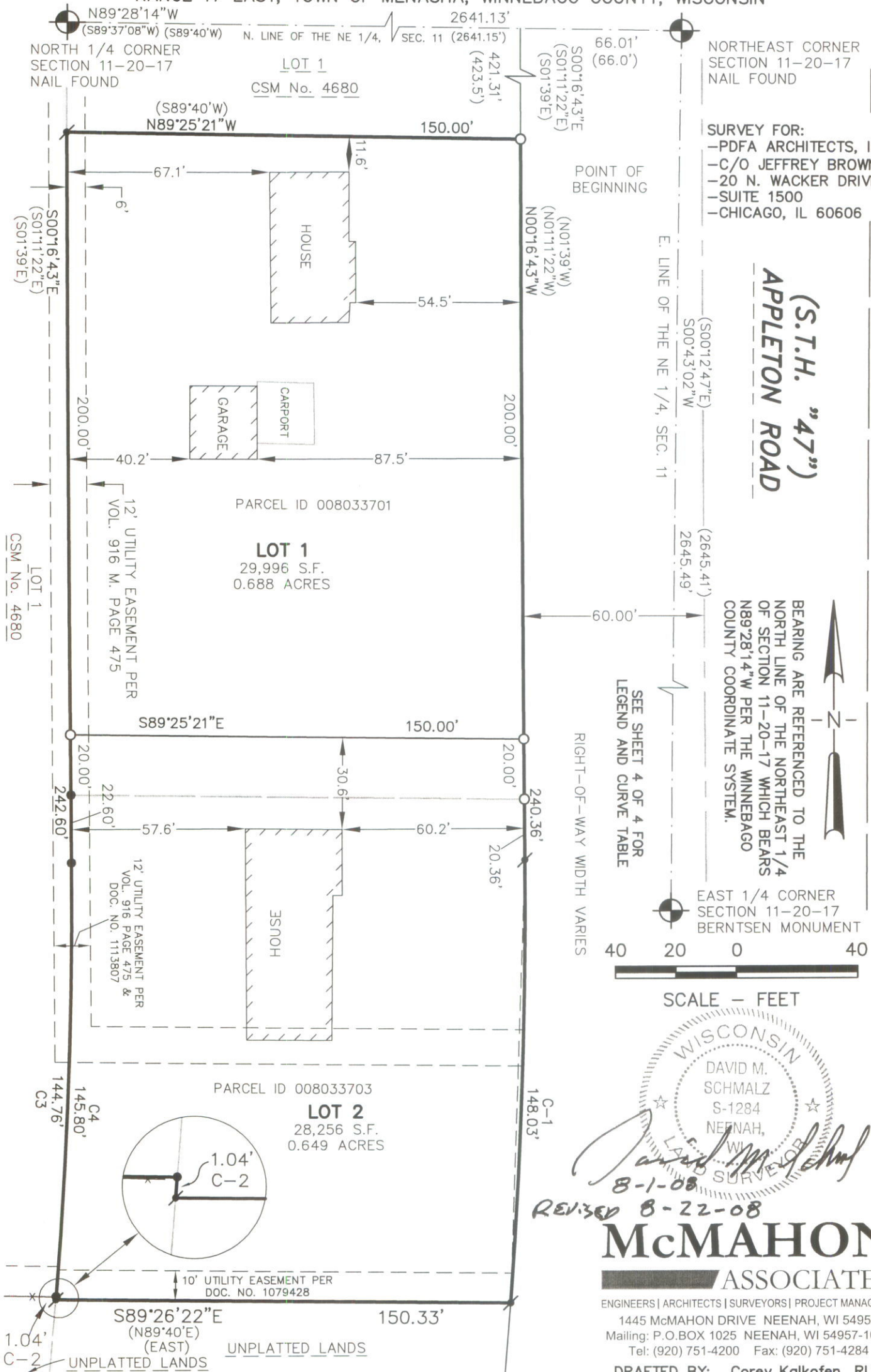
As is always true, the devil is in the details. This is especially true with implementing goals and recommendations of comprehensive plans. In a general sense, we invite and encourage the City of Menasha to utilize VHBA and its members as resources as planning and implementation moves forward.

VHBA has concerns over the specific and frequent reference to LEED programs. While LEED is functional, in the sense that buildings built under the certification are energy efficient, it is highly costly. This is especially disconcerting considering there are other effective, less costly programs available. For residential homes, Green Built Home™ and the soon to be released NAHB Green Building Standard are cost-effective and wholly “green” programs. For commercial buildings, consider Green Globes® and ENERGY STAR®. VHBA encourages “green” initiatives; however, we strongly caution the City against mandating “green,” especially any one particular program. Incentives and broad options have proven to be a more encouraging and ultimately more successful in achieving the intended environmental goals.

Conclusion

In general the City’s plan is solid and provides a good base on which to make future decisions. We remind the City that VHBA is here to assist in any way we can. Thank you for the opportunity to comment on the Year 2030 Recommended Comprehensive Plan.

CERTIFIED SURVEY MAP NO. _____ PAGE 1 OF 4
A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN



SURVEY FOR:
-PDFA ARCHITECTS, INC.
-C/O JEFFREY BROWNELL
-20 N. WACKER DRIVE,
-SUITE 1500
-CHICAGO, IL 60606

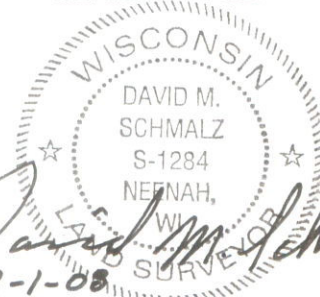
(S.T.H. "47")
APPLETON ROAD

SEE SHEET 4 OF 4 FOR
LEGEND AND CURVE TABLE

RIGHT-OF-WAY WIDTH VARIES

40 20 0 40

SCALE - FEET



REVISED 8-22-08

McMAHON ASSOCIATES

ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS

1445 McMAHON DRIVE NEENAH, WI 54956

Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025

Tel: (920) 751-4200 Fax: (920) 751-4284

DRAFTED BY: Corey Kalkofen, RLS

A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

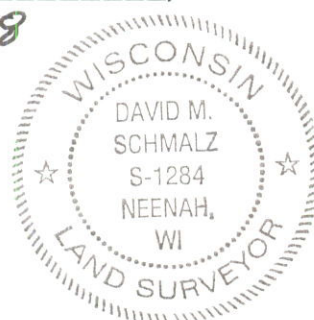
I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of the Northeast 1/4 of the Northeast 1/4, Section 11, Township 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin containing 58,252 square feet (1.337 acres) of land and described as follows:

Commencing at the Northeast corner of said Section 11; Thence N89°28'14"W (recorded as S89°37'08"W & S89°40'W), 66.01 feet (recorded as 66.0') along the North line of the Northeast 1/4 of said Section 11 to the Northerly extension of the West right-of-way line of Appleton Road (S.T.H. "47"); Thence S00°16'43"E (recorded as S01°11'22"E & S01°39'E), 421.31 feet (recorded as 423.5 feet) along said Northerly extension and said West right-of-way line of Appleton Road (S.T.H. "47") to the Point of Beginning; Thence N89°25'21"W (recorded as S89°40'W), 150.00 feet; Thence S00°16'43"E (recorded as S01°11'22"E & S01°39'E), 242.60 feet to the start of a 1700.08 foot radius curve to the right; Thence 145.80 feet along the arc of said curve with a chord distance of 145.76 feet which bears S02°10'42"W; Thence S89°26'22"E (recorded as N89°40'E & East), 150.33 feet to said West right-of-way line and the start of a 1850.06 foot radius curve to the left; Thence 148.03 feet along the arc of said curve with a chord distance of 147.99 feet which bears N02°00'49"E; Thence N00°16'43"W (recorded as N01°11'22"W & N01°39'W), 240.36 feet along said West right-of-way line to the Point of Beginning.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the Winnebago County and the Town of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 1st day of August, 2008.
REVISED 8-22-08

David M. Schmalz
David M. Schmalz, Reg. WI Land Surveyor S-1284



CERTIFICATE OF PLANNING AGENCY:

Pursuant to the Land Subdivision Requirements of Winnebago County, Wisconsin, all the requirements for approval have been fulfilled. This minor Subdivision was approved by the Winnebago County Planning and Zoning Committee.

Authorized Signature

Date

—THIS CSM IS ALL OF TAX PARCEL Nos.: 8033701 & 008033073

—THE PROPERTY OWNER OF RECORD IS: OSHKOSH AVENUE, LLC & 1151 MIWAY ROAD, LLC

—THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN
DOCUMENT Nos. 1375184 & 1315352

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

Town Treasurer Date

County Treasurer Date

CERTIFIED SURVEY MAP NO. _____

PAGE 3 OF 4

A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE PARCEL ID 008033701

Oshkosh Avenue, LLC, As Owners, We hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map. Dated this _____ day of _____, 2008.

Authorized Signature

Authorized Signature

Printed Name

Printed Name

State of Wisconsin)
_____)ss
_____County)

Personally appeared before me on the _____ day of _____, 2008, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

Notary Public

_____ County, _____

My commission expires _____

OWNER'S CERTIFICATE PARCEL ID 008033703

1151 Midway Road LLC, As Owners, We hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map. Dated this _____ day of _____, 2008.

Authorized Signature

Authorized Signature

Printed Name

Printed Name

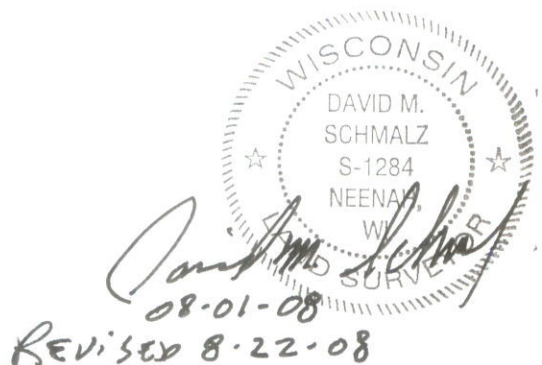
State of Wisconsin)
_____)ss
_____County)

Personally appeared before me on the _____ day of _____, 2008, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

Notary Public

_____ County, _____

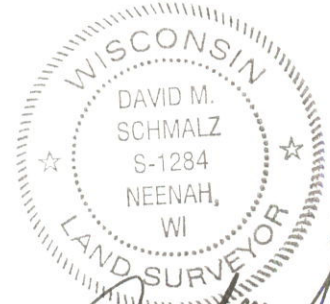
My commission expires _____



A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 11, TOWNSHIP 20 NORTH,
RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

LEGEND

- — 3/4" x 24" ROUND IRON REBAR
WEIGHING 1.5 lbs./lineal ft. SET
- — 1" IRON PIPE FOUND
- ✂ — 3/4" ROUND STEEL REBAR FOUND
- ⊕ — CERTIFIED LAND CORNER
WINNEBAGO COUNTY
- () — RECORDED BEARING AND/OR DISTANCE
- S.F. — SQUARE FEET



David M. Schmalz
08-01-08
REVISED 08-22-08

CURVE	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	ARC LENGTH
C1	1850.06'	04°35'04"	147.99'	N 02°00'49" E	148.03'
C2	1700.08'	00°02'07"	1.05'	S 04°37'03" W	1.04'
C3	1700.08'	04°52'43"	144.71'	S 02°09'38" W	144.76'
C4	1700.08'	04°54'50"	145.76'	S 02°10'42" W	145.80'

CERTIFICATE OF TOWN BOARD

We hereby certify that the Town of Menasha Board of Supervisors adopted Resolution # _____ at the regular meeting of _____, approving the Certified Survey Map with/without conditions as stated in the resolution.

Town Chairperson

Date

Town Clerk

Date

COMMON COUNCIL RESOLUTION

Resolved, this Certified Survey Map in the City of Menasha is hereby approved by the Common Council on this _____ day of _____, 20____.

Mayor
Donald Merkes

Dated

City Clerk
Deborah Galeazzi

Dated

ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning June 30 20 09 ;
ending June 30 20 09

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } Menasha

County of Calumet Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: <u>004-0002858998-01</u>	
Federal Employer Identification Number (FEIN): <u>20-4281269</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ 50.00
TOTAL FEE	\$

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY ☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Wisconsin CVS Pharmacy, L.L.C.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	President	Zenon P. Lankowsky	4 Francis Farm Rd, Harrisville, RI 02830	
Vice President/Member	Vice President	Carol A. DeNale	75 Poplar Street, Watertown, RI 02472	
Secretary/Member	Secretary	Thomas S. Moffatt	29 Homestead Circle, Kingston, RI 02881	
Treasurer/Member	Treasurer	Carol A. DeNale	75 Poplar Street, Watertown, RI 02472	
Agent		Amy Lynn Vandenhagen-Braun	Manager, 151 S Walnut, Kimberly, WI 54136	
Directors/Managers	Director	Zenon P. Lankowsky	4 Francis Farm Rd, Harrisville, RI 02830	

3. Trade Name CVS/pharmacy #5186 Business Phone Number pending
4. Address of Premises 1485 Oneida St. Post Office & Zip Code Menasha, WI 54952
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 2/8/2006 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☒ Yes ☐ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Sales floor and storage room
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No
- (b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No
14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 12th day of August Erika L. Rosa

Erika L. Rosa

Notary Public

(Clerk/Notary Public)

State of Rhode Island

My commission expires 8-9-09 My Commission Expires 08/09/2009

Brenda M. Ambrose
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8/15/08</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Submit to municipal clerk.

The *above named individual* provides the following information as a person who is (check one):

- The *above named individual* provides the following information to the licensing authority:

- The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 12th day of August, 2008
Erika Y. Rosa
 (CLERK/NOTARY PUBLIC)

My commission expires 8-9-09

AT-103 (R. 01-01)

Erika L Rosa
Notary Public
State of Rhode Island
My Commission Expires 08/09/2009

(SIGNATURE OF NAMED INDIVIDUAL)

 Printed on Recycled Paper
Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) DeNale		(First Name) Carol	(Middle Name) Ann	SOCIAL SECURITY NUMBER	
HOME ADDRESS (Street/Route) 75 Poplar Street		POST OFFICE Watertown		STATE MA	ZIP CODE 02472
HOME PHONE NUMBER 401-765-1500		AGE	DATE OF BIRTH	PLACE OF BIRTH McKeesport, PA	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Carol A. DeNale of Wisconsin CVS Pharmacy, L.L.C.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? n/a
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☒ No ☐
(If yes, identify.) See Attached List
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
(If yes, identify.)
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.
- | Employer's Name | Employer's Address | From | Employed To |
|--------------------|-------------------------------------|---------|-------------|
| CVS Pharmacy, Inc. | One CVS Drive, Woonsocket, RI 02895 | 06/1997 | present |

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 12th day of August, 20 08
Erika L. Rosa
(CLERK/NOTARY PUBLIC)

Carol A. DeNale
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 08-09

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Moffatt		Thomas	Swift		
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
29 Homestead Circle		Kingston		RI	02881
HOME PHONE NUMBER		AGE	DATE OF BIRTH		PLACE OF BIRTH
401-765-1500					Lawrence, MA

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ Thomas S. Moffatt of Wisconsin CVS Pharmacy, L.L.C.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? n/a
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☒ No ☐
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
See Attached
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☒ No ☐
(If yes, identify.) See Attached List
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
(If yes, identify.)
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	Employed To
CVS Pharmacy, Inc.	One CVS Drive, Woonsocket, RI 02895	08/1997	present
Mintz, Levin, Cohn, Ferris, Glosky & Popeo	One Financial Center, Boston, MA	09/1993	07/1997

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 12th day of August, 20 08

Erika L Rosa
(CLERK/NOTARY PUBLIC)

[Signature]
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8-9-09

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Cimbron		Linda	Marie		
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
45 Bridge Street		Warren		RI	02285
HOME PHONE NUMBER		AGE	DATE OF BIRTH		PLACE OF BIRTH
401-765-1500					Fall River, MA

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Linda M. Cimbron of Wisconsin CVS Pharmacy, L.L.C.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? n/a
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒
 (If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
 (If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☒ No ☐
 (If yes, identify.) See Attached List
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
 (If yes, identify.)
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
CVS Pharmacy, Inc.	One CVS Drive, Woonsocket, RI 02895	04/1977	present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 12th day of August, 20 08
Erika L Rosa
(CLERK/NOTARY PUBLIC)

Linda M. Cimbron
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8-9-09

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Luker		Melanie	Kathleen		
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
40 Poppy Drive		Cranston,		RI	02920
HOME PHONE NUMBER	AGE	DATE OF BIRTH		PLACE OF BIRTH	
401-765-1500				Pawtucket, RI	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Melanie K. Luker of Wisconsin CVS Pharmacy, L.L.C.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? n/a
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒
 (If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
 (If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☒ No ☐
 (If yes, identify.) See Attached List
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
 (If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

Named individual must list in chronological order last two employers.		Employed	
Employer's Name	Employer's Address	From	To
CVS Pharmacy, Inc.	One CVS Drive, Woonsocket, RI 02895	05/1997	present
Goldberg Law Offices	226 Cottage Street, Pawtucket, RI 02860	07/1985	05/1997

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 12th day of August, 20 08
Erika L. Rosa
(CLERK/NOTARY PUBLIC)

[Signature]
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8-9-09

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town/Village/City of Menasha County of Calumet

The undersigned duly authorized officer(s)/members/managers of Wisconsin CVS Pharmacy, L.L.C.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
CVS/pharmacy #5186

located at 1485 Oneida Street, Menasha, WI 54952
(trade name)

appoints Amy Lynn Vandenhogen-Braun
(name of appointed agent)

151 S. Walnut, Kimberly, WI 54136
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?
☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 27 years

Place of residence last year, 151 S. Walnut Street Kimberly, WI 54136

For: Wisconsin CVS Pharmacy, L.L.C.
(name of corporation/organization/limited liability company)

By: *Amy Lynn Vandenhogen-Braun*
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Amy Lynn Vandenhogen-Braun
(print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Amy Lynn Vandenhogen-Braun 08-13-08
(signature of agent) (date)

151 S. Walnut, Kimberly, WI 54136 Agent's age _____
(home address of agent) Date of birth _____

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 08/13/08 by *[Signature]* Title *Police Chief*
(date) (signature of proper local official) (town chair, village president, police chief)

AT-104 (R. 8-03)

Wisconsin Department of Revenue

014/023

08/19/2008 TUE 16:52 FAX 920 967 5273 CITY OF MENASHA



Menasha

City of Menasha • Department of Community Development

To: Debbie Galeazzi
From: Building Inspection Department
Date: 8/28/08

RE: Liquor License Inspection

Address: 1485 Overda St

The premise at the above address has been inspected for compliance with State and Local Building Codes and found to be:

☒ **COMPLIANT**

☐ **NON - COMPLIANT**
Recommend delaying license approval until all Violations are corrected.

Respectfully submitted

Dennis Jansen

City of Menasha Building Inspector

Dan Coffey

City of Menasha Building Inspector



Memorandum

TO: Debbie Galeazzi, City of Menasha Clerk

FROM: Assistant Chief/Fire Marshall Al Auxier

DATE: August 26, 2008

RE: Liquor License, CVS/Pharmacy #5186

Neenah-Menasha Fire Rescue did a liquor license inspection at CVS/Pharmacy #5186, 1485 Oneida St., and found the building in a condition that would allow the approval of the liquor license request for this occupancy.


If you have any questions or concerns please email or give me a call.



City of Menasha • Health Services

Date: August 21, 2008

To: City of Menasha Common Council

From: Todd Drew, R.S. – Sanitarian 
City of Menasha Health Department

**Re: Liquor License Renewal Inspections at
Pharmacy, 1485 Oneida St, Menasha.**

CVS

An inspection was conducted at the above cited establishment which submitted a liquor license application for the July 1, 2008 - June 30, 2009 license year.

The health inspection conducted in these establishments included standard sanitation, equipment condition, food safety, plumbing, employee hygiene, toilet and hand washing facilities, insect and rodent control and general condition using Wisconsin Administrative Code and the Wisconsin Food Code (Food Establishment Code) as a basis for inspection procedures.

Construction and equipment installation is in process and not yet completed. Both locations will require a pre-inspection and appropriate food license prior to opening. The inspections conducted in these establishments did not cite any current health-related violations or concerns based on plan review and discussion with the general contractors which would necessitate a recommendation to hold either of the liquor license applications.

If you should have any questions regarding this information, please do not hesitate to contact me.



TO: Mayor Merkes
Menasha Common Council

FROM: Lt. Chuck Sahr *Sahr*

RE: Livescan grant

DATE: August 27, 2008

In a memo dated July 7, 2008, I provide a brief description of the "Livescan Implementation" grant that was awarded to the city of Menasha. The grant (\$17,000) is an 80/20 cost share grant through the U.S. Department of Justice administered through the Wisconsin Office of Justice Assistance that will enable the Menasha Police Department to acquire digital fingerprinting equipment and software that meets Wisconsin electronic fingerprint standards. In fulfilling this grant, we selected two vendors and invited them to the Police Department to provide an on-site demonstration of their products to our staff.

The quotes (copies attached) between the two companies were similar for the overall package. However, we determined the Livescan solution provided by ID Networks, Inc. was the better choice. The decision was based on the type and quality of equipment being supplied, a software package and support system that was user-friendly and better suited to the needs of our Department, a proven history with and capability to interface with our county-wide Records Management System. ID Networks, Inc. is also currently providing service to numerous other Wisconsin agencies (most notably Winnebago County Sheriff, Neenah PD, Appleton PD, and Outagamie County Sheriff). Since the system is already being used by several local agencies, the opportunity exists for cooperative efforts in providing future enhancements.

The price of the chosen Livescan system, provided by ID Networks, Inc. is \$17,390. At this time, I am seeking approval and authorization from the Menasha Common Council for the purchase in this amount. The grant will then reimburse Menasha for \$13,600. The balance, Menasha's out of pocket expense, will be \$3,790.

The acquisition and installation of the Livescan system from ID Networks, Inc. will take about two weeks. The grant may be used until September 30, 2008.

c.c. Chief Stanke
enclosures



1-866-589-5634

Menasha Police Department
Chuck Sahr
430 First Street
Menasha, Wisconsin 54952

Date: June 17, 2008

Quote # 061708

RE: LiveScan SYSTEM.

Quote Prepared by	Job	Preferred Payment Terms	Expires
Kathleen Paynter		40% on Contract, Balance due 15 days after Delivery	Sept 17, 2008

5

Qty	Description	Total
1 emaCIS	Complete LiveScan System (emaCIS software & LiveScan Full 10-print with Printing capability, WI Criminal and Applicant Transactions. Includes ability to see Results of Submissions (WI SID number) via web browser interface to DOJ. Personal Computer (Pentium 4, 1GB RAM, 80MG Hard Drive, Monitor, Mouse, Keyboard, CD-RW Drive (No Floppy). First Year Maintenance & 24x7 Support Included. All systems Certified.	\$12,905.00
1 CS-IST	Set-Up, Training & Installation – (2 days for training in shifts)	\$2,000.00
Subtotal		\$14,905.00
1 PRT-LEXT640DN	(Optional) Lexmark T640DN FBI-Certified Printer –print to fingerprint card – WI Applicant, Court Disposition, CAR	\$1,200.00
1	(Optional) Mobile Security Locking Cabinet	\$1,200.00
(Will need Tax Exempt Number) Sales Tax		0.00
Total		\$17,305.00
Annual Service, Maintenance & Support -Next Day Replacement on Unit		\$3,480.00

NOTES:

Installation will be scheduled in advance and will occur within 2 weeks of contract. It is the agencies responsibility to ensure all connections to submit prints are implemented and activated prior to our arrival.

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

We are a Wisconsin Owned and Operated Company specializing in Servicing the Wisconsin Law Enforcement Community. On-Site Support is less then 4 hours away.

Toll-free Number for 24x7 Experienced Phone Support.

Fahlgreen Biometric Solutions LLC ~ P O Box 660 ~ 15 Main Street, Montello, WI 53949

866-589-5634

fahlgreen@maqs.net ° www.fahlgreensolutions.com



WI - Criminal Livescan Pricing

ID Networks, Inc.
7720 Jefferson Road, Ashtabula, OH 44004
Phone: (440)992-0062 Fax: (440)992-1109
sales@idnetworks.com

QUOTE #: 08-0813-03
DATE: 8/13/2008

TO: Chuck Sahr
Menasha Police Department
920-967-3500
csahr@ci.menasha.wi.us

ITEM #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
FR-APP	Desktop Livescan System with 10-print Capture <ul style="list-style-type: none"> FingerRoll Livescan Software Fingerprint Scanner Latest PC Technology, XP configuration FREE demographic data import FREE Photo Capture software Permanent History for data, photo & FP 	1	\$14,255	\$14,255
Delivery	Onsite Installation, Training & Travel	1	\$995	\$995
Maintenance	Our full-coverage maintenance plan is included for one year	1	Included	Included
BASE SYSTEM PRICE				\$15,250
EQUIPMENT OPTIONS				
Palm Upgrade	Palm Upgrade with Integrated Full Hand Technology – at time of order (Rugged Cabinet Required)	1	\$11,460	
Cabinet	Ruggedized Cabinet with 17" LCD Display	1	\$3,795	
Printer	Lexmark T640 Network Printer with Duplexer and Additional Tray	1	\$1,645	\$1,645
DL Scanner	Driver's License Scanner (All 50 US Driver's Licenses)	1	\$495	\$495
Capture Kit	Camera Capture Kit – Lights, camera, mounts, electronics, cables	1	\$2,195	
Hard Drive	300 GB external Hard Drive for Backups	1	\$450	
SOFTWARE & SERVICE OPTIONS				
IDImage	Police Booking, Photo Management & Investigative Line-Up Software - price based on user licenses	2 User Licenses	1	\$4,995
		10 User Licenses	1	\$7,995
		25 User Licenses	1	\$14,995
IDArchive	Reginal Web based NIST Archive Sharing Software (SQL version, Server License only, NO client license required) – does not include Server or SQL Server licenses.	1	\$9,995 & Up	
Other Services	Additional Technical Services – Onsite Services, Integration, Conversion, Programming, etc. – per day rate	1	\$895 / Day	
EQUIPMENT OPTION TOTAL				\$1,645 #2,140
TOTAL SYSTEM COST				\$16,895 #17,390

NOTES

- Subsequent Years Maintenance - \$3,495 (10-Print System) + 10% of applicable items

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 8/21/08-8/28/08	\$ 912,075.03
Checks # 18127-18317	

Payroll Checks for 8/21/08-8/28/08	<u>159,528.59</u>
Checks # 40508-40783	

Total	\$ 1,071,603.62
-------	-----------------

**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Thursday, August 21, 2008
Time: 09:09AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 9
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01054 ACCENT FLORAL & GIFTS LLC	378	31100	55	04-221-316	40.00	KOFFARNUS FATHER/BURSACK IN LW
	Check Date	8/21/2008	Check Nbr	018127	Check Total:	40.00
01790 ARING EQUIPMENT CO INC	366524	31731	54	10-149-383	22.74	OIL FILTER
	Check Date	8/21/2008	Check Nbr	018128	Check Total:	22.74
05145 ALAN AVERY	080908	31100	55	07-201-203	865.00	GRUNSKI TIMING SERVICES
	Check Date	8/21/2008	Check Nbr	018136	Check Total:	865.00
02040 BADGER HIGHWAYS CO INC	141633	31100	54	10-122-300	101.76	HOTMIX ASPHALT BASE COURSE
	141681	31100	54	10-121-300	36.26	HOTMIX ASPHALT SURFACE COURSE
	141681	31100	54	10-122-300	103.39	HOTMIX ASPHALT SURFACE COURSE
	141681	31100	54	10-134-300	40.18	HOTMIX ASPHALT SURFACE COURSE
	141682	31100	55	07-202-300	13.12	SCREENINGS/JEFFERSON PARK
	141634	31100	55	07-202-300	16.29	SCREENINGS/JEFFERSON PARK
	Check Date	8/21/2008	Check Nbr	018129	Check Total:	311.00
02335 BECK ELECTRIC INC	E209	31100	55	07-202-240	62.00	REPAIR PATH LIGHT/JEFFERSON
	E154	31100	55	07-203-243	88.04	REPAIR POOL SLIDE PUMP
	E92	31201	54	10-301-212	177.32	TROUBLE SHOOT LIFT STATIONS
	E178	31100	54	10-131-216	1,788.70	REIMBURSEABLE ACCIDENT
	E178	31100	54	10-131-300	94.51	REIMBURSEABLE ACCIDENT
	E94	31100	54	10-143-216	345.30	REIMBURSABLE ACCIDENT
	E94	31100	54	10-143-300	100.33	REIMBURSABLE ACCIDENT
	E189	31100	54	10-131-216	131.44	WALK LIGHT REPAIR/WASHINGTON
	E210	31100	55	10-215-216	54.00	TRAFFIC LIGHT REPAIR/RACINE
	Check Date	8/21/2008	Check Nbr	018130	Check Total:	2,841.64
02684 BOWERS & SONS CONSTRUCTION INC	2006-07(3)	31485	21	04-205-000	10,525.06	PROVINCE/JENNIE/NORMAN WAY
	2006-07(3)	31485	54	10-121-822	35,196.60	PROVINCE/JENNIE/NORMAN WAY
	Check Date	8/21/2008	Check Nbr	018131	Check Total:	45,721.66

Date: Thursday, August 21, 2008
Time: 09:09AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 9
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02796 BUBRICK'S	148487	31731	54	10-149-310	35.13	OFFICE SUPPLIES
	148770	31100	52	08-101-310	118.88	MICRO PERF PAPER
Check Date	8/21/2008	Check Nbr	018132	Check Total:	154.01	
03070 CALUMET COUNTY TREASURER	9900032	31100	51	02-117-243	94.90	CODING & BALLOT CHARGES/NOTICS
	9900032	31100	51	02-117-291	501.26	CODING & BALLOT CHARGES/NOTICS
	9900032	31100	51	02-117-292	132.17	CODING & BALLOT CHARGES/NOTICS
Check Date	8/21/2008	Check Nbr	018133	Check Total:	728.33	
04275 DIGICORPORATION	54003	31100	55	07-202-291	75.00	BOAT LAUNCH FORMS
	Check Date	8/21/2008	Check Nbr	018135	Check Total:	75.00
06115 FERRELLGAS	1023002894	31266	54	10-307-216	63.54	33 LB CYL
	Check Date	8/21/2008	Check Nbr	018137	Check Total:	63.54
06565 FOX VALLEY HUMANE ASSOCIATION	081308	31100	53	08-115-250	1,033.35	21 ANIMALS JULY 2008
	Check Date	8/21/2008	Check Nbr	018138	Check Total:	1,033.35
08537 HSBC BUSINESS SOLUTIONS	1296000032889	31100	51	04-107-310	5.29	BINDER CLIPS
	1296000032889	31100	53	09-102-310	19.99	PRINTER INK/HEALTH
	Check Date	8/21/2008	Check Nbr	018139	Check Total:	25.28
09128 INFRASTRUCTURE TECHNOLOGIES	PR-1450701D-05	31201	19	04-540-000	22,205.46	WW COLL SYS REHAB IMPROV-3
	PR-1450701D-05	31201	21	04-205-000	-1,110.27	WW COLL SYS REHAB IMPROV-3
	Check Date	8/21/2008	Check Nbr	018140	Check Total:	21,095.19
09150 INSITUFORM TECHNOLOGIES USA	PR-1450701A-05	31201	19	04-540-000	185,406.00	WW COLL SYS REHAB IMPROV-3
	Check Date	8/21/2008	Check Nbr	018141	Check Total:	185,406.00

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10335 JX ENTERPRISES INC	D282050042	31731	54	10-149-383	-307.02	PLATE COVER
	D281680135	31731	54	10-149-383	240.52	ASST BALL & SOCKET
Check Date	8/21/2008	Check Nbr	018142	Check Total:	-66.50	
11030 KAEMPFER & ASSOCIATES INC	14061	31201	54	10-301-212	713.24	IND DISC REG PROG/ALCAN PACKAG
	14062	31201	54	10-301-212	874.59	IND DISC REG PROG/METER CALIBR
	14063	31201	54	10-301-212	1,683.86	IND DISC REG PROG-SEWER MONITR
	14064	31201	19	04-540-000	4,734.37	WW COLL SYS REHAB IMPR-PHASE 3
Check Date	8/21/2008	Check Nbr	018143	Check Total:	8,006.06	
12125 LAND AMERICA FOX CITIES TITLE&	081908	31263	56	03-207-701	3,500.00	CDBG PROGRAM
Check Date	8/21/2008	Check Nbr	018144	Check Total:	3,500.00	
12250 LAWSON PRODUCTS INC	7092036	31731	54	10-149-300	328.14	STOCK
Check Date	8/21/2008	Check Nbr	018145	Check Total:	328.14	
12375 LEVENHAGEN CORPORATION	64485	31207	55	07-205-381	4,700.19	LEAD FREE GAS
	66031	31207	55	07-205-381	1,659.37	LEAD FREE GAS
	66046	31207	55	07-205-381	4,896.30	LEAD FREE GAS
Check Date	8/21/2008	Check Nbr	018146	Check Total:	11,255.86	
13045 MANDERFIELD BAKERY	288382	31100	53	09-118-300	16.50	COOKIES
Check Date	8/21/2008	Check Nbr	018147	Check Total:	16.50	
13149 MATTHEWS COMMERCIAL TIRE CTR	026255	31731	54	10-149-383	46.53	TIRE REPAIR
	026348	31731	54	10-149-382	45.64	LAWN MOWER FLAT REPAIR
	026328	31731	54	10-149-382	31.23	REPAIR TRUCK FLAT
	026329	31731	54	10-149-382	221.96	TIRE REPAIR
	026349	31731	54	10-149-382	9.55	IND TUBE
Check Date	8/21/2008	Check Nbr	018148	Check Total:	354.91	

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13270 MCNEILUS TRUCK & MFG COMPANY	793516	31731	54	10-149-383	140.75	CABLE KIT
Check Date	8/21/2008	Check Nbr	018149	Check Total:	140.75	
13345 MENARDS-APPLETON EAST	89721	31100	53	09-212-300	11.92	BULLETIN BOARDS
Check Date	8/21/2008	Check Nbr	018150	Check Total:	11.92	
13360 MENASHA ELECTRIC & WATER UTILI	080508	31100	12	04-399-000	1,441.74	FIRE DEPT
	080508	31100	12	04-399-000	188.04	FIRE DEPT
	080508	31100	12	04-399-000	5.97	TRAFFIC LIGHTS
	080508	31100	52	08-101-223	1,990.98	POLICE DEPT
	080508	31100	52	08-101-225	259.67	POLICE DEPT
	080508	31100	54	10-131-223	259.55	TRAFFIC LIGHTS
	080508	31100	54	10-131-225	45.13	TRAFFIC LIGHTS
	080508	31731	54	10-149-223	1,149.54	PWF
	080508	31731	54	10-149-225	445.24	PWF
	080508	31201	54	10-301-223	24.07	LIFT STATIONS
	080508	31266	54	10-308-223	8.48	RECYCLING
	080508	31100	55	06-101-223	3,617.64	LIBRARY
	080508	31100	55	06-101-225	755.92	LIBRARY
	080508	31100	55	07-202-223	2,077.13	PARKS
	080508	31100	55	07-202-225	42.22	PARKS
	080508	31100	55	07-203-223	2,653.84	SWIMMING POOL
	080508	31100	55	07-203-225	2,836.74	SWIMMING POOL
	080508	31207	55	07-205-225	41.59	LIGHTS
	080508	31100	55	10-215-223	184.11	LIFT BRIDGES
Check Date	8/21/2008	Check Nbr	018151	Check Total:	18,027.60	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,857.00	
Check Date	8/21/2008	Check Nbr	018152	Check Total:	1,857.00	

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13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	300.00	
Check Date	8/21/2008	Check Nbr	018153	Check Total:	300.00	
13400 MENASHA JOINT SCHOOL DISTRICT	081908	31100	41	04-103-000	5,923.96	AUGUST MOBILE HOME TAX
Check Date	8/21/2008	Check Nbr	018154	Check Total:	5,923.96	
13723 MODERN DAIRY INC	166528	31100	55	07-203-317	35.00	POOL CONCESSIONS
	166403	31100	55	07-203-317	539.79	POOL CONCESSIONS
Check Date	8/21/2008	Check Nbr	018155	Check Total:	574.79	
13742 DAVID MOORE	80727	31100	55	07-201-203	200.00	GRUNSKI MILE MARKER FEE
Check Date	8/21/2008	Check Nbr	018156	Check Total:	200.00	
14010 N&M AUTO SUPPLY	225538	31731	54	10-149-383	-36.50	CORE DEPOSITS
	228532	31731	54	10-149-383	-266.96	ELECTRIC FUEL PUMP
	228442	31731	54	10-149-383	293.46	FUEL PUMP
	228317	31731	54	10-149-383	266.96	FUEL PUMP
	228610	31731	54	10-149-383	27.46	OIL FILTER/STOCK
Check Date	8/21/2008	Check Nbr	018157	Check Total:	284.42	

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03405 ONE COMMUNICATIONS	080208	31100	12	04-399-000	11.61	BUILDING INSPECTION
	080208	31100	12	04-399-000	411.66	MENASHA UTILITY
	080208	31207	12	04-399-000	28.35	MARINA
	080208	31100	51	01-102-221	11.75	MAYOR
	080208	31100	51	02-103-221	6.27	ATTORNEY
	080208	31100	51	02-104-221	16.68	CLERK
	080208	31100	51	02-105-221	16.86	PERSONNEL
	080208	31100	51	04-106-221	48.68	FINANCE
	080208	31100	51	04-107-221	5.29	ASSESSOR
	080208	31100	51	04-109-221	21.88	IT
	080208	31100	51	10-115-221	64.84	CITY HALL
	080208	31100	52	05-701-221	63.50	EOC
	080208	31100	52	08-101-221	367.91	POLICE
	080208	31100	53	09-102-221	86.86	HEALTH
	080208	31100	53	09-212-221	34.96	SENIOR CENTER
	080208	31100	54	10-111-221	59.66	ENGINEERING
	080208	31100	54	10-131-221	5.29	SIGN
	080208	31731	54	10-149-221	45.41	GARAGE
	080208	31100	55	06-101-221	177.96	LIBRARY
	080208	31100	55	07-201-221	25.80	REC
	080208	31100	55	07-202-221	89.61	PARKS
	080208	31100	55	07-203-221	51.20	POOL
	080208	31100	55	10-215-221	38.10	BRIDGE
	080208	31100	56	03-202-221	27.60	COM DEV
Check Date 8/21/2008 Check Nbr 018134 Check Total:					1,717.73	
16025 PACKER CITY INTERNATIONAL	3282110023	31731	54	10-149-383	65.55	CRIMP
	Check Date 8/21/2008 Check Nbr 018160 Check Total:					65.55
16454 POOL WORKS INC	215458	31100	55	07-202-300	144.98	SUPPLIES FOR FOUNTAINS
	Check Date 8/21/2008 Check Nbr 018161 Check Total:					144.98

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16864 PROFESSIONAL PROCESS SERVICE	6733	31100	51	02-103-211	40.00	SUBPEONA
	Check Date	8/21/2008	Check Nbr	018162	Check Total:	40.00
17110 QUARLES & BRADY	081408	31490	51	04-311-211	6,000.00	
	081408	31490	51	04-311-211	9,500.00	
	Check Date	8/21/2008	Check Nbr	018163	Check Total:	15,500.00
18200 REINDERS INC	849708-00	31100	54	10-502-300	125.00	ROUNDUP
	849877-00	31100	55	07-202-300	134.25	LAWN SEED MIX
	1214953-00	31731	54	10-149-383	34.30	PAUL LEVER ASM
	Check Date	8/21/2008	Check Nbr	018164	Check Total:	293.55
18400 ROAD EQUIPMENT	487584	31731	54	10-149-383	0.96	TANG WASHER
	487903	31731	54	10-149-383	31.02	D-RING
	Check Date	8/21/2008	Check Nbr	018165	Check Total:	31.98
18430 ROLAND MACHINERY EXCHANGE	21043406	31731	54	10-149-383	-258.94	TEMPERATURE GAG
	21043406	31731	54	10-149-383	311.95	TEMPERATURE GAG
	Check Date	8/21/2008	Check Nbr	018166	Check Total:	53.01
19080 SAM'S CLUB	082008	31100	55	07-203-317	1,873.17	POOL CONCESSIONS
	Check Date	8/21/2008	Check Nbr	018167	Check Total:	1,873.17
19356 SHERWIN-WILLIAMS CO	9104-0	31100	54	10-131-300	41.08	PAINT/STAIN
	Check Date	8/21/2008	Check Nbr	018168	Check Total:	41.08
19707 THOMAS STOFFEL	081508	31100	51	04-106-331	44.46	MILEAGE/TAXROLL DELINQ WIN/CAL
	Check Date	8/21/2008	Check Nbr	018169	Check Total:	44.46

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19710 GORDON N STOWE ASSOCIATES	384395	31100	53	09-102-243	160.00	AUDIOMETER CALIBRATION
Check Date	8/21/2008	Check Nbr	018170	Check Total:	160.00	
19725 STREICHERS PROF POLICE EQUIPME	I542591	31100	52	08-101-315	117.99	LIGHT FOR GUN
	I542271	31100	52	08-109-315	53.99	WHISTLES
Check Date	8/21/2008	Check Nbr	018171	Check Total:	171.98	
20030 BRENDA TAUBEL	080708	31100	51	02-105-331	104.72	MILEAGE/BENEFIT SEMINAR
Check Date	8/21/2008	Check Nbr	018172	Check Total:	104.72	
20115 TESCH CHEMICAL CO INC	TC110996	31100	55	07-203-313	13.28	DEGREASER CONCENTRATE
Check Date	8/21/2008	Check Nbr	018173	Check Total:	13.28	
20290 TOUGH SOLUTIONS	TSI3332094	31100	52	08-101-295	31.00	VEHICLE LEG KIT
Check Date	8/21/2008	Check Nbr	018174	Check Total:	31.00	
21045 UNIFIRST CORPORATION	0970035738	31731	54	10-149-201	80.58	MAT/MOP/CLOTHING PROTECTION
Check Date	8/21/2008	Check Nbr	018175	Check Total:	80.58	
15190 VEOLIA ENVIRONMENTAL SERVICES	B4201335	31100	12	04-399-000	77.28	BROAD ST RECYCLING
Check Date	8/21/2008	Check Nbr	018159	Check Total:	77.28	
22430 VISION INSURANCE PLAN OF AMERI	63036	31100	21	04-619-005	1,109.70	EMPLOYEES
Check Date	8/21/2008	Check Nbr	018176	Check Total:	1,109.70	
22445 VISTEN CO INC	70930	31100	54	10-131-300	493.00	REIMBURSE ACCIDENT REPAIR
Check Date	8/21/2008	Check Nbr	018177	Check Total:	493.00	

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23045 WALMART COMMUNITY	080308	31100	55	07-201-300	21.43	PROGRAM SUPPLIES
Check Date	8/21/2008	Check Nbr	018178	Check Total:	21.43	
23152 WE ENERGIES	080408	31100	55	07-202-223	35.43	MENASHA CONSERVANCY
	080508	31100	55	07-202-224	8.12	2170 PLANK RD
Check Date	8/21/2008	Check Nbr	018179	Check Total:	43.55	
23215 WIL-KIL PEST CONTROL	1332042	31100	55	10-215-207	25.00	RAT/MOUSE/SPIDERS
Check Date	8/21/2008	Check Nbr	018180	Check Total:	25.00	
23275 WINNEBAGO COUNTY TREASURER	SHJ100432	31100	52	08-602-250	726.00	JAIL DIVISION
Check Date	8/21/2008	Check Nbr	018181	Check Total:	726.00	
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	536.31	
		31100	21	04-299-016	138.40	
Check Date	8/21/2008	Check Nbr	018182	Check Total:	674.71	
14235 NEENAH-MENASHA YMCA	2838	31100	52	08-101-216	90.00	FITNESS ASSESSMENTS/POLICE
Check Date	8/21/2008	Check Nbr	018158	Check Total:	90.00	
Grand Total:					332,725.89	

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01160 ALLIANCE ENTERTAINMENT CORP	PJB31952351	31100	55	06-101-314	36.91	LIBRARY MATERIALS
	PJB32086621	31100	55	06-101-314	545.32	LIBRARY MATERIALS
	PJB32175709	31100	55	06-101-314	28.18	LIBRARY MATERIALS
	PJB32237706	31100	55	06-101-314	33.18	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018183	Check Total:	643.59
01869 AT&T	608T66150008	31100	55	06-101-314	41.01	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018184	Check Total:	41.01
02115 BAKER & TAYLOR INC	5009229998	31100	55	06-101-314	77.22	LIBRARY MATERIALS
	500927883	31100	55	06-101-314	28.02	LIBRARY MATERIALS
	H38375600	31100	55	06-101-314	41.02	LIBRARY MATERIALS
	H38375601	31100	55	06-101-314	43.12	LIBRARY MATERIALS
	H38484240	31100	55	06-101-314	86.38	LIBRARY MATERIALS
	H38969410	31100	55	06-101-314	105.79	LIBRARY MATERIALS
	H38969411	31100	55	06-101-314	78.45	LIBRARY MATERIALS
	H39014370	31100	55	06-101-314	28.79	LIBRARY MATERIALS
	H39014371	31100	55	06-101-314	43.12	LIBRARY MATERIALS
	H39147370	31100	55	06-101-314	17.96	LIBRARY MATERIALS
	H215191CM	31100	55	06-101-314	-24.94	CREDIT
	H39628910	31100	55	06-101-314	41.70	LIBRARY MATERIALS
	H39628911	31100	55	06-101-314	20.15	LIBRARY MATERIALS
	H40409230	31100	55	06-101-314	144.63	LIBRARY MATERIALS
	H40665210	31100	55	06-101-314	329.41	LIBRARY MATERIALS
	H40665230	31100	55	06-101-314	113.60	LIBRARY MATERIALS
	H40742430	31100	55	06-101-314	19.43	LIBRARY MATERIALS
	H40867300	31100	55	06-101-314	14.38	LIBRARY MATERIALS
	S35060160	31100	55	06-101-314	17.99	LIBRARY MATERIALS
	H41208450	31100	55	06-101-314	87.78	LIBRARY MATERIALS
	H41208451	31100	55	06-101-314	17.99	LIBRARY MATERIALS
	H41250250	31100	55	06-101-314	35.95	LIBRARY MATERIALS
	2021408877	31100	55	06-101-314	451.87	LIBRARY MATERIALS

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	2021425480	31100	55	06-101-314	290.78	LIBRARY MATERIALS
	2021426701	31100	55	06-101-314	627.42	LIBRARY MATERIALS
	2021433810	31100	55	06-101-314	442.28	LIBRARY MATERIALS
	2021457453	31100	55	06-101-314	153.83	LIBRARY MATERIALS
	2021469586	31100	55	06-101-314	647.62	LIBRARY MATERIALS
	2021476870	31100	55	06-101-314	346.21	LIBRARY MATERIALS
	2021505604	31100	55	06-101-314	265.08	LIBRARY MATERIALS
	2021519061	31100	55	06-101-314	485.85	LIBRARY MATERIALS
	2021527267	31100	55	06-101-314	433.89	LIBRARY MATERIALS
	2021558327	31100	55	06-101-314	253.87	LIBRARY MATERIALS
	2021573610	31100	55	06-101-314	436.97	LIBRARY MATERIALS
	2021590421	31100	55	06-101-314	746.37	LIBRARY MATERIALS
	2021610035	31100	55	06-101-314	392.06	LIBRARY MATERIALS
	2021639184	31100	55	06-101-314	300.23	LIBRARY MATERIALS
	2021639476	31100	55	06-101-314	694.00	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018188	Check Total:	8,336.27
02634 BOOK FARM INC	0011435	31100	55	06-101-314	18.83	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018189	Check Total:	18.83
02635 BOOK WHOLESALERS INC	2969801	31100	55	06-101-314	-18.23	CREDIT
	M272998A	31100	55	06-101-314	94.15	LIBRARY MATERIALS
	M277971A	31100	55	06-101-314	33.22	LIBRARY MATERIALS
	M281104A	31100	55	06-101-314	54.86	LIBRARY MATERIALS
	M283801A	31100	55	06-101-314	29.83	LIBRARY MATERIALS
	M283800A	31100	55	06-101-314	95.63	LIBRARY MATERIALS
	M286557A	31100	55	06-101-314	35.00	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018190	Check Total:	324.46
03247 CDW GOVERNMENT INC	LCB7334	31100	55	06-101-310	267.02	OFFICE SUPPLIES
	LGQ9048	31100	55	06-101-310	286.80	OFFICE SUPPLIES
	Check Date	8/27/2008	Check Nbr	018191	Check Total:	553.82

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03265 CENTER POINT LARGE PRINT	718272	31100	55	06-101-314	38.34	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018192	Check Total:	38.34
04195 DEMCO INC	3273578DUP	31100	55	06-101-300	24.88	DEPARTMENT SUPPLIES
	3273578	31100	55	06-101-310	63.67	OFFICE SUPPLIES
	Check Date	8/27/2008	Check Nbr	018193	Check Total:	88.55
04206 DENVER PUBLIC LIBRARY	08212008	31100	55	06-101-314	14.90	REIMBURSEMENT FOR LOST MTLS.
	Check Date	8/27/2008	Check Nbr	018194	Check Total:	14.90
06182 FINDAWAY WORLD LLC	11264	31100	55	06-101-300	14.95	DEPARTMENT SUPPLIES
	Check Date	8/27/2008	Check Nbr	018195	Check Total:	14.95
06520 FOX STAMP SIGN & SPECIALTY	158530	31100	55	06-101-300	37.25	DEPARTMENT SUPPLIES
	Check Date	8/27/2008	Check Nbr	018196	Check Total:	37.25
07044 GALE	15834914	31100	55	06-101-314	25.56	LIBRARY MATERIALS
	15857954	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	15860813	31100	55	06-101-314	27.96	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018197	Check Total:	92.45
08533 RHONDA HOWE	08212008	31100	55	06-101-314	20.00	REIMBURSEMENT FOR LOST MTLS.
	Check Date	8/27/2008	Check Nbr	018198	Check Total:	20.00

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09135 INGRAM LIBRARY SERVICES	37035487	31100	55	06-101-314	82.03	LIBRARY MATERIALS
	37103884	31100	55	06-101-314	114.89	LIBRARY MATERIALS
	37103885	31100	55	06-101-314	16.65	LIBRARY MATERIALS
	37466880	31100	55	06-101-314	44.34	LIBRARY MATERIALS
	37466881	31100	55	06-101-314	65.49	LIBRARY MATERIALS
	37466882	31100	55	06-101-314	33.60	LIBRARY MATERIALS
	37543745	31100	55	06-101-314	111.38	LIBRARY MATERIALS
Check Date	8/27/2008	Check Nbr	018199	Check Total:	468.38	
10193 JAZZ CORNER SOCIETY	082608	31100	55	06-101-205	50.00	PERFORMER FEE
	Check Date	8/27/2008	Check Nbr	018200	Check Total:	50.00
11155 KITZ & PFEIL INC	0709140084	31100	55	06-101-240	21.15	REPAIR-MAINTENANCE
	0717090011	31100	55	06-101-240	4.71	REPAIR-MAINTENANCE
	0717170037	31100	55	06-101-240	16.99	REPAIR-MAINTENANCE
	0714090059	31100	55	06-101-313	9.25	HOUSEKEEPING SUPPLIES
	0715140076	31100	55	06-101-313	49.44	HOUSEKEEPING SUPPLIES
Check Date	8/27/2008	Check Nbr	018201	Check Total:	101.54	
12064 BARBARA LAFONTAINE	08212008	31100	55	06-101-316	74.15	PROGRAM SUPPLIES
	Check Date	8/27/2008	Check Nbr	018202	Check Total:	74.15
12510 MARGE LOCH-WOUTERS	08212008	31100	55	06-101-331	109.98	MILEAGE REIMBURSEMENT
	Check Date	8/27/2008	Check Nbr	018203	Check Total:	109.98
13196 MCCLOONE INSURANCE GROUP	80041	31100	55	06-101-320	20.00	NOTARY BOND APPLICATION
	Check Date	8/27/2008	Check Nbr	018204	Check Total:	20.00
13345 MENARDS-APPLETON EAST	81623	31100	55	06-101-240	299.00	REPAIR-MAINTENANCE
	Check Date	8/27/2008	Check Nbr	018205	Check Total:	299.00

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13610 MIDWEST TAPE	1661291	31100	55	06-101-314	69.27	LIBRARY MATERIALS
	1669144	31100	55	06-101-314	24.14	LIBRARY MATERIALS
	1673272	31100	55	06-101-314	36.31	LIBRARY MATERIALS
	1661290	31100	55	06-101-314	38.97	LIBRARY MATERIALS
	1665423	31100	55	06-101-314	41.97	LIBRARY MATERIALS
	1669378	31100	55	06-101-314	48.97	LIBRARY MATERIALS
	1673667	31100	55	06-101-314	128.93	LIBRARY MATERIALS
	1677794	31100	55	06-101-314	12.99	LIBRARY MATERIALS
Check Date	8/27/2008	Check Nbr	018206	Check Total:	401.55	
13710 MISTER ANDERSON'S COMPANY	0000106909	31100	55	06-101-314	32.22	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018207	Check Total:	32.22
17050 QUALITY BOOKS INC	122036	31100	55	06-101-314	15.80	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018208	Check Total:	15.80
18094 RANDOM HOUSE INC	1084996160	31100	55	06-101-314	36.00	LIBRARY MATERIALS
	1085017420	31100	55	06-101-314	20.25	LIBRARY MATERIALS
	1085018913	31100	55	06-101-314	19.20	LIBRARY MATERIALS
	1085042841	31100	55	06-101-314	120.00	LIBRARY MATERIALS
	1085047310	31100	55	06-101-314	20.21	LIBRARY MATERIALS
	1085075405	31100	55	06-101-314	93.60	LIBRARY MATERIALS
	1085075406	31100	55	06-101-314	32.00	LIBRARY MATERIALS
	1085075407	31100	55	06-101-314	16.46	LIBRARY MATERIALS
Check Date	8/27/2008	Check Nbr	018209	Check Total:	357.72	
19290 KRISTIN SEEFELDT	08212008	31100	55	06-101-331	27.38	MILEAGE REIMBURSEMENT
	Check Date	8/27/2008	Check Nbr	018210	Check Total:	27.38
19616 ST MARY CENTRAL YEARBOOK ACCT	001	31100	55	06-101-314	70.00	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018211	Check Total:	70.00

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21053 UNIQUE BOOKS INC	344451	31100	55	06-101-314	727.88	LIBRARY MATERIALS
	344452	31100	55	06-101-314	1,872.59	LIBRARY MATERIALS
	344451.2	31100	55	06-101-314	65.42	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018212	Check Total:	2,665.89
21054 UNIQUE MANAGEMENT SERVICES INC	175787	31100	46	04-171-000	358.00	COLLECTION AGENCY FEE
	Check Date	8/27/2008	Check Nbr	018213	Check Total:	358.00
23145 MELINDA WEBSTER	08212008	31100	55	06-101-314	15.95	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018214	Check Total:	15.95
23174 WEST ALLIS PUBLIC LIBRARY	43157470	31100	55	06-101-314	2.00	LOST MATERIALS PAYMENT
	Check Date	8/27/2008	Check Nbr	018215	Check Total:	2.00
23293 WINNEFOX LIBRARY SYSTEM	3140	31100	55	06-101-314	36.00	LIBRARY MATERIALS
	Check Date	8/27/2008	Check Nbr	018216	Check Total:	36.00
23445 WISCONSIN SECRETARY OF STATE	08212008	31100	55	06-101-320	20.00	NOTARY PUBLIC APPLICATION FEE
	Check Date	8/27/2008	Check Nbr	018217	Check Total:	20.00
23449 WISCONSIN STATE JOURNAL	41584	31100	55	06-101-314	221.74	SUBSCRIPTION RENEWAL
	Check Date	8/27/2008	Check Nbr	018218	Check Total:	221.74
Grand Total:					15,571.72	

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01015 A&A FIRE AND SECURITY INC	30235	31100	51	10-115-204	200.00	FIRE ALARM INSPECTION
	Check Date	8/28/2008	Check Nbr	018219	Check Total:	200.00
01075 ACCURATE SUSPENSION WAREHOUSE	8013063	31731	54	10-149-300	62.26	NON CLORINATED BRAKLEEN
	8013064	31731	54	10-149-300	113.48	SHOP SUPPLIES
	Check Date	8/28/2008	Check Nbr	018220	Check Total:	175.74
01315 AIRGAS NORTH CENTRAL	105265412	31100	55	07-202-204	29.76	ACETYLENE/ARGON/OXYGEN CYL
	105265413	31731	54	10-149-300	70.37	ACETYLENE/ARGON/OXYGEN CYL
	105285067	31731	54	10-149-300	138.35	MIG WIRE/COPPER MASONITE
	Check Date	8/28/2008	Check Nbr	018221	Check Total:	238.48
01465 ALL-SPORT TROPHY	40047	31100	55	07-201-300	152.00	TROPHIES/RIBBONS
	Check Date	8/28/2008	Check Nbr	018222	Check Total:	152.00
01620 AMERICAN PUBLIC WORKS ASSOC	60484	31100	54	10-111-320	143.00	DUES/M RADTKE
	Check Date	8/28/2008	Check Nbr	018223	Check Total:	143.00
01675 AMT		31100	21	04-299-022	150.00	
	Check Date	8/28/2008	Check Nbr	018224	Check Total:	150.00
01842 ASSOCIATED APPRAISAL	6459	31100	51	04-107-219	4,708.33	PROFESSIONAL SERVICES
	6459	31100	51	04-107-311	14.89	POSTAGE/SUPPLIES/ENV/FAX
	Check Date	8/28/2008	Check Nbr	018225	Check Total:	4,723.22
02040 BADGER HIGHWAYS CO INC	141798	31100	55	07-202-300	57.87	SCREENINGS/KOSLO PARK
	14179	31100	52	08-101-240	61.13	SCREENINGS
	Check Date	8/28/2008	Check Nbr	018226	Check Total:	119.00

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02050 BADGER LAB & ENGINEERING INC	INV000034494	31201	54	10-301-212	911.00	ALCAN PACKAGING MANHOLE SAMPLG
	Check Date	8/28/2008	Check Nbr	018227	Check Total:	911.00
02247 BAUMGART PLUMBING	082208	31100	44	04-303-000	50.00	PERMIT OVER CHARGE REFUND
	Check Date	8/28/2008	Check Nbr	018228	Check Total:	50.00
02410 BERGSTROM	focs119952	31100	52	08-101-295	190.39	REPAIR BROKEN WIRE CIRCUIT
	Check Date	8/28/2008	Check Nbr	018229	Check Total:	190.39
02605 BOELTER COMPANIES	92425854	31100	53	09-212-300	-20.40	RETURN FOAM CONTAINERS
		31100	53	09-212-300	20.40	REC'D CHECK FOR CREDIT ON ACCT
	Check Date	8/28/2008	Check Nbr	018230	Check Total:	0.00
02796 BUBRICK'S	149524	31731	54	10-149-310	6.04	CLIP DISPENSER
	149910	31100	52	08-101-310	249.16	OFFICE SUPPLIES
	150269	31731	54	10-149-310	14.06	OFFICE SUPPLIES
	Check Date	8/28/2008	Check Nbr	018231	Check Total:	269.26
03205 CASPERS TRUCK EQUIPMENT INC	33280	31731	54	10-149-315	70.00	SURGE PROTECTOR
	Check Date	8/28/2008	Check Nbr	018232	Check Total:	70.00
03247 CDW GOVERNMENT INC	LGM7160	31100	51	04-109-315	76.20	VIDEO/TV CARD/OFFENDER TRAC
	LHG9316	31100	51	10-115-310	69.89	TONER FOR CITY HALL
	LHK6591	31100	51	04-109-315	64.20	DVD RW DRIVE/USB CARD READER
	LHK6591	31100	52	08-101-310	180.38	TONER FOR PD
	Check Date	8/28/2008	Check Nbr	018234	Check Total:	390.67
03421 CHUCK'S REPAIR LLC	2844	31731	54	10-149-315	266.10	HOSES/GREASE FILLER PUMPS
	Check Date	8/28/2008	Check Nbr	018235	Check Total:	266.10

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03560 COMMON SENSE SOLUTIONS LLC	081808	31100	51	04-109-214	1,616.16	PROFESSIONAL SERVICES/IT
Check Date	8/28/2008	Check Nbr	018236	Check Total:	1,616.16	
03585 COMMUNITY HOUSING COORDINATOR	108	31100	56	03-202-216	1,600.00	COMPREHENSIVE HOUSING AUG 2008
Check Date	8/28/2008	Check Nbr	018237	Check Total:	1,600.00	
03842 CULLIGAN WATERCARE SERVICES		31100	51	10-115-201	17.85	COOLER RENTAL
		31731	54	10-149-313	5.95	COOLER RENTAL
	080108	31100	55	07-203-310	167.60	DRINKING WATER
Check Date	8/28/2008	Check Nbr	018238	Check Total:	191.40	
04135 DAVIS & KUELTHAU SC	296503	31201	54	10-301-211	1,857.12	INSURANCE MATTERS
Check Date	8/28/2008	Check Nbr	018239	Check Total:	1,857.12	
04275 DIGICORPORATION	54055	31100	13	04-113-000	-29.90	ADJUSTMENT
	54055	31100	53	09-102-291	81.90	HEALTH DEPT ENVELOPES
Check Date	8/28/2008	Check Nbr	018240	Check Total:	52.00	
04418 DUMKE & ASSOC AND	082708	31100	53	09-102-296	2,977.75	RENTAL/316 RACINE ST/SEPT 2008
Check Date	8/28/2008	Check Nbr	018242	Check Total:	2,977.75	

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05100 ELAN CARDMEMBER SERVICE	081308	31100	13	04-106-000	61.98	PUMICE SOAP/BLDGS
	081308	31100	13	04-106-000	121.62	CLORAX WIPES/BLDGS
	081308	31100	51	02-117-338	36.74	SOLEA/ELECTION TRAINING/CLERK
	081308	31100	51	04-109-315	958.05	VIDEO.COM/CAMERA/POLICE
	081308	31100	51	04-109-339	92.33	AMAZON.COM/NETWORKING/IT
	081308	31100	51	10-115-310	148.92	TONER/CITY HALL
	081308	31100	51	10-115-315	4.99	PHONE HOLSTER/BDLG SERVICES
	081308	31100	52	08-101-240	64.29	ARCH BLDRS/PIVOT/PD
	081308	31100	52	08-101-300	77.90	DIGITAL CARD/PD
	081308	31100	52	08-101-300	35.00	MEMBERSHIP POLICE WORK DAY
	081308	31100	52	08-101-300	-1.99	RETURN CREDIT
	081308	31100	52	08-101-310	74.79	TONER/POLICE
	081308	31100	52	08-101-333	546.63	HYATT/CONFERENCE/PD
	081308	31100	52	08-101-333	109.89	KALAHARI/CONFERENCE/PD
	081308	31100	52	08-101-333	70.00	CHULA VISTA/CONFERENCE/PD
	081308	31100	52	08-101-334	80.00	PARKING PBINAA CONFERENCE/PD
	081308	31100	52	08-101-338	9.00	MEALS/CONFERENCE/PD
	081308	31100	53	09-102-310	43.19	TONER/HEALTH
	081308	31100	53	09-212-300	13.00	ACOUSTIC BACK/SR CENTER
	081308	31100	53	09-212-300	29.93	ACOUSTIC BACK/SR CENTER
	081308	31100	53	09-212-300	-6.50	ACOUSTIC BACK RETURN
	081308	31100	53	09-212-337	50.00	UW OSHKOSH/HEALTH
	081308	31100	54	10-111-320	83.00	DRL LICENSE RENEWAL/DPW
	081308	31731	54	10-149-300	88.99	PRO-COMP LIQ/AUTO ZONE/DPW
	081308	31731	54	10-149-315	27.30	TEMP GAUGE/AUTZONE/DPW
	081308	31731	54	10-149-315	9.98	PHONE HOLSTER/PWF
	081308	31731	54	10-149-315	41.94	PHONE HOLSTERS/PWF
	081308	31731	54	10-149-383	124.99	FLEET FARM/SHAFT/DPW
	081308	31100	55	06-101-313	-75.00	RETURN/LIB
	081308	31100	55	06-101-315	149.00	E-FILLIATE/LIBRARY
	081308	31100	55	06-101-315	13.07	E-FILLIATE/LIBRARY
	081308	31100	55	06-101-316	321.79	SCHOLASTIC BOOK FAIR/LIB
	081308	31100	55	07-201-300	164.24	PICK N SAVE/PARK

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	081308	31100	55	07-201-300	56.85	MENASHA EXPRESS/PARK
	081308	31100	55	07-201-338	130.28	PERKINS/PARK
	081308	31100	55	07-202-240	88.14	KIOSK BOARDS
	081308	31100	55	07-202-243	109.52	WELD SPECIALTY/PARK
	081308	31100	55	07-202-243	592.00	DRAMM CORP/PARK
	081308	31100	55	10-215-221	23.93	PHONES/BRIDGES
Check Date	8/28/2008	Check Nbr	018243		Check Total:	4,569.78
06040 FAHRNER ASPHALT SEALERS INC	M0003-980136B	31100	54	10-121-212	30,724.84	2008 CHIP SEAL PROJECT
Check Date	8/28/2008	Check Nbr	018244		Check Total:	30,724.84
06115 FERRELLGAS	1023149120	31266	54	10-307-216	64.18	LIQUEFIED PETROLEUM GAS
Check Date	8/28/2008	Check Nbr	018245		Check Total:	64.18
06680 FRONTLINE UNIFORM	2545	31100	52	08-109-300	201.60	BATONS
Check Date	8/28/2008	Check Nbr	018246		Check Total:	201.60
07045 DEBBIE GALEAZZI	082708	31100	51	02-117-243	37.90	BATTERIES FOR ELECTION MACHINE
	082708	31100	51	02-104-331	38.61	MILEAGE/CLERK CONFERENCE/POINT
Check Date	8/28/2008	Check Nbr	018247		Check Total:	76.51
07080 GANNETT WISCONSIN NEWSPAPERS	0003507432	31100	51	02-105-293	171.36	LEGALS
	0003507432	31100	51	04-101-292	729.97	LEGALS
	0003507432	31100	55	04-221-292	75.68	LEGALS
	0003507432	31100	55	07-201-293	441.00	LEGALS
Check Date	8/28/2008	Check Nbr	018248		Check Total:	1,418.01

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07580 GUNDERSON UNIFORM & LINEN RENT	1266210	31100	51	10-115-201	15.26	MOP/MAT SERVICE
	1266210	31100	53	09-212-313	3.46	MOP/MAT SERVICE
	1266210	31100	55	06-101-313	3.46	MOP/MAT SERVICE
	1268232	31100	51	10-115-201	15.26	MOP/MOP SERVICE
	1268232	31100	53	09-212-313	3.46	MOP/MAT SERVICE
	1268232	31100	55	06-101-313	3.46	MOP/MAT SERVICE
Check Date	8/28/2008	Check Nbr	018249	Check Total:	44.36	
08190 HAWKINS INC	1218423RI	31100	55	07-203-300	39.72	POOL CHEMICALS
	Check Date	8/28/2008	Check Nbr	018250	Check Total:	39.72
08495 HORN PRECAST	2394	31100	54	10-134-300	948.00	RISERS
	Check Date	8/28/2008	Check Nbr	018251	Check Total:	948.00
10230 JOHN'S SAW SERVICE	8228	31731	54	10-149-383	61.93	FILTER KITS
	Check Date	8/28/2008	Check Nbr	018252	Check Total:	61.93
11098 SAM KERN	062308	31100	55	07-203-300	22.26	LESSON SUPPLIES
	Check Date	8/28/2008	Check Nbr	018253	Check Total:	22.26
11235 KONE INC	150027934	31100	51	10-115-204	218.07	MAINTENANCE AGREEMENT
	Check Date	8/28/2008	Check Nbr	018254	Check Total:	218.07
11365 KUNDINGER FLUID POWER INC	50025349	31731	54	10-149-383	497.64	HOSES/COUPLINGS
	Check Date	8/28/2008	Check Nbr	018255	Check Total:	497.64

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12092 LAKE PARK VILLAS HOMEOWNERS	073108	31100	54	10-143-223	30.59	UTILITIES
	073108	31100	55	07-202-216	2,516.52	POND
	073108	31100	55	07-202-223	1,101.63	UTILITIES
	073108	31100	56	03-501-513	454.72	INSURANCE
	Check Date	8/28/2008	Check Nbr	018256	Check Total:	4,103.46
12110 LAMERS BUS LINES INC	37382	31100	55	07-201-205	83.95	BUS TRIP/TIMBER RATTLEERS
	Check Date	8/28/2008	Check Nbr	018257	Check Total:	83.95
12135 LANDMARK STAFFING RESOURCES	674577	31100	51	04-109-801	408.00	DATA ENTRY/FLEET MGMT PROJECT
	Check Date	8/28/2008	Check Nbr	018258	Check Total:	408.00
12375 LEVENHAGEN CORPORATION	65219	31207	55	07-205-381	5,382.34	LEAD FREE GAS
	65259	31207	55	07-205-381	5,736.99	LEAD FREE GAS
	Check Date	8/28/2008	Check Nbr	018259	Check Total:	11,119.33
13149 MATTHEWS COMMERCIAL TIRE CTR	026435	31731	54	10-149-382	266.80	SQUAD TIRE STOCK
	026406	31731	54	10-149-382	29.13	REPAIR TRUCK FLAT
	026501	31731	54	10-149-382	220.30	TIRE SERVICE
	026489	31731	54	10-149-382	51.35	TIRE SERVICE
	Check Date	8/28/2008	Check Nbr	018260	Check Total:	567.58
13151 MATTHEWS TIRE & AUTO SERVICE	186970	31731	54	10-149-382	183.32	TIRE REPAIR
	Check Date	8/28/2008	Check Nbr	018261	Check Total:	183.32

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13360 MENASHA ELECTRIC & WATER UTILI	003068	31201	54	10-302-250	16,300.41	SEWER CHARGE JUNE 2008
	073008	31100	12	04-399-000	14.61	TRAFFIC LIGHTS
	073008	31100	51	04-109-214	763.00	FIBER CONNECTION
	073008	31100	51	10-115-223	1,760.36	CITY BUILDINGS
	073008	31100	51	10-115-225	289.01	CITY BUILDINGS
	073008	31100	53	09-212-223	340.94	SENIOR CENTER
	073008	31100	53	09-212-225	77.24	SENIOR CENTER
	073008	31100	54	10-131-223	307.86	TRAFFIC LIGHTS
	073008	31201	54	10-301-223	40.10	LIFT STATION
	073008	31100	55	04-221-223	10.50	CURTIS REED PLAZA
	073008	31100	55	07-202-223	1,598.21	PARKS
	073008	31100	55	07-202-225	978.71	PARKS
	073008	31207	55	07-205-223	1,655.83	MARINA
	073008	31207	55	07-205-225	26.54	MARINA
	073008	31100	55	10-215-223	193.28	LIFT BRIDGES
	073008	31100	55	10-215-225	42.51	LIFT BRIDGES
	080808	31100	54	10-143-223	14,155.48	PUBLIC STREET LIGHTING
Check Date 8/28/2008 Check Nbr 018262 Check Total:					38,554.59	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,857.00	
		31100	21	04-299-020	16,531.00	
Check Date 8/28/2008 Check Nbr 018263 Check Total:					18,388.00	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	300.00	
Check Date 8/28/2008 Check Nbr 018264 Check Total:					300.00	
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	248.16	
Check Date 8/28/2008 Check Nbr 018265 Check Total:					248.16	
13430 TOWN OF MENASHA POLICE DEPT	082208	31100	21	04-229-000	112.00	BOND
Check Date 8/28/2008 Check Nbr 018266 Check Total:					112.00	

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13494 DONALD MERKES	082508	31100	51	01-102-331	241.60	MILEAGE
	082508	31100	51	01-102-334	7.70	PARKING
	Check Date	8/28/2008	Check Nbr	018267	Check Total:	249.30
13550 MICHELS MATERIALS	200957	31485	56	03-202-822	2,477.86	DENSE BASE/NATURES WAY
	Check Date	8/28/2008	Check Nbr	018268	Check Total:	2,477.86
13625 MILLER & ASSOCIATES	19226	31100	55	07-202-805	826.77	SWING/SEATS
	Check Date	8/28/2008	Check Nbr	018269	Check Total:	826.77
13723 MODERN DAIRY INC	163072	31100	55	07-203-317	536.09	POOL CONCESSIONS
	Check Date	8/28/2008	Check Nbr	018270	Check Total:	536.09
13755 MORTON SAFETY	316066	31731	54	10-149-300	115.78	EAR PLUGS/EYEWEAR
	316067	31100	55	07-202-315	42.80	SAFETY MASK
	Check Date	8/28/2008	Check Nbr	018271	Check Total:	158.58
13787 MOTOR & CONTROL SERVICE INC	10475	31100	55	07-203-240	98.50	BOILER PUMP REPAIR
	Check Date	8/28/2008	Check Nbr	018272	Check Total:	98.50
14010 N&M AUTO SUPPLY	225669	31731	54	10-149-383	22.28	ADAPTER/BACKET
	Check Date	8/28/2008	Check Nbr	018273	Check Total:	22.28
14205 CITY OF NEENAH TREASURER	082808	31100	52	05-201-250	234,310.00	N/M FIRE RESUCE/SEPT 2008
	Check Date	8/28/2008	Check Nbr	018274	Check Total:	234,310.00

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14215 NEENAH-MENASHA MUNICIPAL COURT	082208	31100	21	04-229-000	182.00	BOND
	082208	31100	21	04-229-000	260.00	BOND
	082208	31100	21	04-229-000	134.00	BOND
	082208	31100	21	04-229-000	197.00	BOND
	082208	31100	21	04-229-000	134.00	BOND
	082208	31100	21	04-229-000	134.00	BOND
	082208	31100	21	04-229-000	323.00	BOND
	082208	31100	21	04-229-000	163.00	BOND
Check Date	8/28/2008	Check Nbr	018275	Check Total:	1,527.00	
14270 NETWORK HEALTH PLAN	00376462	31100	21	04-619-003	113,065.32	EMPLOYEES
	00376462	31100	21	04-650-000	10,014.74	RETIREEES/COBRA
Check Date	8/28/2008	Check Nbr	018276	Check Total:	123,080.06	
14430 NORTH RIDGE CONSTRUCTION &	082608	31263	56	03-207-701	534.62	CDBG REHAB/947 MISTFLOWER
	Check Date	8/28/2008	Check Nbr	018278	Check Total:	534.62
	082608	31263	56	03-207-701	519.44	CDBG REHAB/956 BERGAMONT
	Check Date	8/28/2008	Check Nbr	018279	Check Total:	519.44
	082608	31263	56	03-207-701	1,729.75	CDBG REHAB/935 BERGAMONT
	Check Date	8/28/2008	Check Nbr	018280	Check Total:	1,729.75
	082608	31263	56	03-207-701	2,167.30	CDBG REHAB/932 BERGAMONT
	Check Date	8/28/2008	Check Nbr	018281	Check Total:	2,167.30
14420 NORTHEAST WISCONSIN	082708	31100	53	09-113-337	25.00	REGISTRATION/IMMUN COALITION
	Check Date	8/28/2008	Check Nbr	018277	Check Total:	25.00
15048 OFFICE DEPOT	402376824	31731	54	10-149-310	26.63	OFFICE SUPPLIES
	402376823	31100	51	10-115-310	11.52	COPY PAPER/2ND FLOOR
Check Date	8/28/2008	Check Nbr	018282	Check Total:	38.15	

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15080 OFFICEMAX INC	001078	31100	51	10-115-310	25.98	2ND FLOOR PAPER
	001078	31100	54	10-111-310	38.96	OFFICE SUPPLIES
	150124	31100	51	01-102-310	2.31	OFFICE SUPPLIES/MAYOR
	150124	31100	51	02-104-310	9.69	OFFICE SUPPLIES/CLERK
	150124	31100	51	02-105-310	23.58	OFFICE SUPPLIES/PERSONNEL
	150124	31100	51	04-101-310	42.06	OFFICE SUPPLIES/CC
Check Date	8/28/2008	Check Nbr	018283		Check Total:	142.58
15130 NICHOLAS OLESZAK	081208	31100	52	08-101-295	48.65	MILEAGE
	Check Date	8/28/2008	Check Nbr	018284	Check Total:	48.65
15210 ORIENTAL TRADING CO INC	626188923-01	31100	55	07-201-300	77.76	GRUNSKI SUPPLIES
	Check Date	8/28/2008	Check Nbr	018285	Check Total:	77.76
15280 OUTAGAMIE COUNTY CLERK OF COUR	082208	31100	21	04-229-000	100.00	BOND
	082208	31100	21	04-229-000	200.00	BOND
	Check Date	8/28/2008	Check Nbr	018286	Check Total:	300.00
16025 PACKER CITY INTERNATIONAL	3282130028	31731	54	10-149-383	393.80	TUFF
	3282120067	31731	54	10-149-383	109.74	AIR FILTER STOCK
	3282140032	31731	54	10-149-300	97.20	FEATURE FLUID
	3282120027	31731	54	10-149-383	114.86	AIR FILTERS/HYDRAULI
	Check Date	8/28/2008	Check Nbr	018287	Check Total:	715.60
16095 PARTS ASSOCIATES INC	pai0776437	31731	54	10-149-300	35.66	TAPES/LOCK NUTS
	Check Date	8/28/2008	Check Nbr	018288	Check Total:	35.66
16190 PEPSI AMERICAS	8220221823	31100	55	07-203-317	263.00	POOL CONCESSIONS
	8220221824	31100	55	07-203-317	237.50	POOL CONCESSIONS
	Check Date	8/28/2008	Check Nbr	018289	Check Total:	500.50

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16372 PLANETARY PRODUCTIONS LTD	080108	31100	55	07-201-205	250.00	CARNIVAL ENTERTAINER
Check Date	8/28/2008	Check Nbr	018290	Check Total:	250.00	
17070 QUALITY PRINTING CO INC	A20766	31100	55	07-202-291	1,460.00	DAILY LAUNCH ENVELOPES
Check Date	8/28/2008	Check Nbr	018291	Check Total:	1,460.00	
18020 LEON RABE	071508	31827	53	09-212-205	75.00	ENTERTAINMENT SEPT PARTY
Check Date	8/28/2008	Check Nbr	018292	Check Total:	75.00	
18160 REDI-WELDING CO	13743	31731	54	10-149-300	75.60	ANGLE
Check Date	8/28/2008	Check Nbr	018293	Check Total:	75.60	
18400 ROAD EQUIPMENT	487952	31731	54	10-149-383	38.28	JUNCTION BOX/CONNECTOR
Check Date	8/28/2008	Check Nbr	018294	Check Total:	38.28	
04350 ROUTE 41 PIZZA LLC	0009588-IN	31100	55	07-203-338	85.82	SWIMMING LESSONS
Check Date	8/28/2008	Check Nbr	018241	Check Total:	85.82	
19136 SCHAEFFER MFG CO	316296	31731	54	10-149-300	405.80	MOLY ULTRA RED SUPREME
Check Date	8/28/2008	Check Nbr	018295	Check Total:	405.80	
19150 SCHENCK BUSINESS SOLUTIONS	287802	31100	51	04-106-212	1,900.00	2007 AUDIT FINAL BILLING
Check Date	8/28/2008	Check Nbr	018296	Check Total:	1,900.00	
19232 LAUREN ELIZABETH SCHULTZ	082008	31822	55	04-107-316	250.00	HATTIE MINER SCHOLARSHIP
Check Date	8/28/2008	Check Nbr	018297	Check Total:	250.00	
19325 SERVICE MOTOR COMPANY	IV66002	31731	54	10-149-383	342.82	SCRAPER KIT/FILTER
Check Date	8/28/2008	Check Nbr	018298	Check Total:	342.82	

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19370 DR TERESA SHOBERG	082708	31100	53	09-102-215	150.00	CITY PHYSICIAN/SEPT 2008
	Check Date	8/28/2008	Check Nbr	018299	Check Total:	150.00
19410 SKID & PALLET	17251	31100	54	10-121-300	106.25	MULCH
	022550	31100	55	07-202-300	233.75	LANDSCAPE MULCH
	17739	31100	54	10-121-300	34.00	4 YRDS NATURAL MULCH/RIVER ST
	022550	31100	55	07-202-300	-233.75	VOID CHECK 18107
	17739	31100	54	10-121-300	-34.00	VOID CHECK 18107
	17251	31100	54	10-121-300	-106.25	VOID CHECK 17933
	Check Date	8/28/2008	Check Nbr	018300	Check Total:	0.00
19585 SPORTS GRAPHICS	1079B	31100	55	07-201-300	1,716.45	GRUNSKI RUNSKI T SHIRTS
	803B	31100	55	07-201-300	77.00	STAFF SHIRTS
	810B	31826	55	07-202-300	622.75	YOUTH BASEBALL SHIRTS
	821B	31100	55	07-203-310	25.00	POOL STAFF SHIRTS
	968B	31100	55	07-203-310	88.00	POOL SWEATSHIRTS
	614B	31100	55	07-203-310	191.84	MANAGER SHIRTS
	810B	31826	55	07-202-300	-622.75	INV PAID TWICE
	Check Date	8/28/2008	Check Nbr	018301	Check Total:	2,098.29
19735 STUMPF CREATIVE LANDSCAPES	080108	31100	52	08-101-240	50.00	BRICK EDGES
	Check Date	8/28/2008	Check Nbr	018302	Check Total:	50.00
20405 TRI-COUNTY OVERHEAD DOOR INC	21211	31731	54	10-149-240	175.00	REPAIR DOOR CABLES
	Check Date	8/28/2008	Check Nbr	018303	Check Total:	175.00
21045 UNIFIRST CORPORATION	0970036056	31731	54	10-149-201	82.31	MAT/MOP/CLOTHING SERVICE
	Check Date	8/28/2008	Check Nbr	018304	Check Total:	82.31

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21060 UNITED PAPER CORPORATION	62762	31100	55	07-203-242	435.25	CHARGER
Check Date	8/28/2008	Check Nbr	018305	Check Total:	435.25	
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	85.75	
Check Date	8/28/2008	Check Nbr	018306	Check Total:	85.75	
21227 US OIL CO INC	L34691	31731	54	10-149-242	24.00	SAMPLES
Check Date	8/28/2008	Check Nbr	018307	Check Total:	24.00	
21305 UTILITY SALES AND SERVICE	0117906-IN	31731	54	10-149-383	110.89	CAP BOOT
Check Date	8/28/2008	Check Nbr	018308	Check Total:	110.89	
22025 VALLEY CHEMICAL LLC	0020057-IN	31100	55	07-203-300	32.95	CHEMICALS TO TEST POOL WATER
	0020028-IN	31100	55	07-203-300	163.20	CHEMICALS TO TEST POOL WATER
Check Date	8/28/2008	Check Nbr	018309	Check Total:	196.15	
22120 VALLEY POPCORN CO INC	82605	31100	55	07-203-317	155.75	POOL CONCESSIONS
Check Date	8/28/2008	Check Nbr	018310	Check Total:	155.75	
03225 WC INDUSTRIAL SUPPLY COMPANY	0001818-IN	31731	54	10-149-383	19.94	BELT
	0001825-IN	31731	54	10-149-383	123.15	MAST GUIDE BEARING
Check Date	8/28/2008	Check Nbr	018233	Check Total:	143.09	

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23152 WE ENERGIES	080108	31100	12	04-399-000	57.98	N-M FIRE RESCUE
	080108	31100	51	10-115-224	50.85	CITY HALL
	080108	31100	52	08-101-224	80.07	POLICE
	080108	31100	53	09-212-224	8.12	SENIOR CENTER
	080108	31731	54	10-149-224	52.06	GARAGE
	080108	31100	55	06-101-224	45.83	LIBRARY
	080108	31100	55	07-202-224	70.88	PARKS
	080108	31100	55	07-203-224	11,042.87	POOL
	080108	31207	55	07-205-224	45.53	MARINA
Check Date 8/28/2008 Check Nbr 018311 Check Total:					11,454.19	
23165 WEST PAYMENT CENTER	816472247	31100	51	02-103-322	100.27	INFORMATION CHARGES
	Check Date 8/28/2008 Check Nbr 018312 Check Total:					100.27
23250 WINNEBAGO COUNTY CLERK OF COUR	082208	31100	21	04-229-000	335.00	BOND
	082208	31100	21	04-229-000	150.00	BOND
	Check Date 8/28/2008 Check Nbr 018313 Check Total:					485.00
23275 WINNEBAGO COUNTY TREASURER	AUGUST	31310	57	04-201-620	42,250.00	WINN DO IND DEV PROJ/INTEREST
	Check Date 8/28/2008 Check Nbr 018314 Check Total:					42,250.00
23385 WISCONSIN DEPARTMENT OF REGULA	082808	31100	52	08-101-216	25.00	SPECIAL USE PERMIT/PD
	Check Date 8/28/2008 Check Nbr 018315 Check Total:					25.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	536.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	711.92	
	Check Date 8/28/2008 Check Nbr 018316 Check Total:					1,386.63

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23590 WWPHEC	072508	31100	53	09-102-337	16.00	REGISTRATION/V DAVIS
	072508	31100	53	09-102-337	-16.00	REGISTRATION CANCELLED
Check Date	8/28/2008	Check Nbr	018317	Check Total:	0.00	
Grand Total:					563,710.92	

RESOLUTION R – 16 – 08

A RESOLUTION TRANSFERRING FUNDS

Introduced by Alderman Wisnseki.

WHEREAS, in 2005 the City of Menasha changed to Solomon financial software which is made available through Wisconsin Public Power Incorporated for its accounting, cash receipting, accounts payable, accounts receivable, payroll and human resources applications and,

WHEREAS, prior to that time the City of Menasha had used Sungard HTE financial software which operated on an IBM A/S 400 platform for the same purpose, but facing increasingly tight budget restraints had to chose a different vendor and,

WHEREAS, now Sungard HTE financial software can be installed on the City's network and can be operated under a service center arrangement very similar to the arrangement the City now has with the WPPI Solomon financial software and,

WHEREAS, the Solomon financial software has met the basic needs of City users but financial reporting and user efficiency would be increased by going to the Sungard HTE software and,

WHEREAS, The City of Menasha Information Technology Steering Committee on July 23rd, 2008 approved the motion to support a move from the WPPI Solomon financial software to the Sungard HTE financial software and,

WHEREAS, the Sungard HTE financial software requires a \$23,944 start-up fee and a \$2,066 per month access fee starting September 1, 2008 which was not included in the 2008 City of Menasha operations budget, but is needed at this time to insure installation and training so the financial software can be available for use on January 1, 2009 and

WHEREAS, the Neenah-Menasha Fire Rescue Budget has additional funds available due to a refund of payments from 2006 operations,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council concurring that there be transferred from Account # 31100-52-05-201, General Fund-Fire Department to Account # 31100-51-04-109, General Fund-Information Technology Department the sum of \$32,208 for the purpose of installing and utilizing the Sungard HTE financial software.

Passed and approved this _____ day of August, 2008

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

FISCAL NOTE: Following the transfer, Account # 31100-52-05-201, General Fund-Fire Department Expenditure Appropriation Balance will be \$2,839, 522 and Account # 31100-51-04-109, General Fund- Expenditure Appropriation Balance will be \$413,029. Thomas Stoffel, City Comptroller/Treasurer

MEMORANDUM

TO: Mayor Merkes, Council President Hendricks and the members of the City of Menasha Common Council

FROM: Thomas Stoffel, City Comptroller/Treasurer
Jeffrey Brandt, City Attorney
Brenda Taubel, HR Specialist
Jennifer Sassman, Deputy Treasurer

DATE: 08/27/2008

SUBJECT: Request to move to HTE Financial Software

At the last Common Council meeting, I had presented a request to discontinue using the Solomon financial software and move to HTE financial software. The agreement for this software was included in your Council packet and also included was a resolution requesting a transfer of \$32,208. This resolution was for the installation of the software and for four months of maintenance to close out 2008. Also, if the City were to change to HTE, it would be necessary to expand the bandwidth that the City gets from Menasha Utilities. This would amount to an approximately \$1,400 cost per month starting in 2009.

At the meeting, a number of questions were raised as to why this was the right thing to do at this time. I will address those questions, but first I would like to remind the Common Council that this was the same software the City chose in 1999 to replace the software the City had in place. That original software was "home grown" meaning it was developed in-house and for an IBM A/S400 and met the needs as determined by the City staff. Receipting was done manually and then inputted monthly into the general ledger; sending out invoices for snow removal, garbage, etc was done manually and accounted for by entering the information into the general ledger by a journal entry; budgeting was done with no way of confirming totals other than placing them on a spreadsheet to have some method of confirming amounts.

After reviewing various software offerings and talking with other communities, the City purchased HTE which also ran on an IBM A/S400. From 2000 through 2004 HTE worked very well for the City. However, at that time HTE made the business decision that this product, which was designed for "small cities", was not meeting business expectations and was to be discontinued. The City was offered the opportunity of going to the "large city" option but that was rejected because of price and budget constraints.

In looking at the City's options, our utility, which is a member of WPPI, was able to bring the City into the consortium which uses Solomon software and so the City started to use that product in 2005. The cost for startup was \$47,020 (Voucher # 1620, 03/03/05), annual maintenance for 2005 was \$4,711, for 2006 was \$4,616 and for 2007 \$9,580; 2008 has not yet been billed. This software did not reside on an in-house platform but rather is housed at a service center in Sun Prairie and the City makes connection via the internet for usage.

The original timeline was to have all software packages up and running on January 1st of 2005. This is to save on the migration of data and the need to check if amounts correctly transferred from one system to the next. It is easiest to start a fiscal year with zero balances in all revenue and expenditure accounts. Most systems were operational with the exception of the receipting system. That did not go live until June of 2005. Since then all systems have been operating.

Now to address the Council's questions: why is now the time to change? I would like to have the HTE software operational on January 1st of 2009; to accomplish that we need about four months lead time for installation, training and the building of records in various systems. Yes, this could be included in the 2009 budget request and have the Mayor and Council determine if this is a priority, but then if approved, the target date would be January 1 of 2010.

Why is it necessary to change systems? Because the current system is not meeting the needs of the department heads and staff who are managing their budgets to provide the level of service expected from the taxpayers. Staff are having to keep spreadsheets and make journal entries to keep track of information which the HTE system did automatically.

The HTE receipting system is a fully integrated software system. When a payment is received, if it was for a bill prepared by the City, it updates the customers file as well as recording the cash transaction. The receipting system provided in Solomon is designed for a retail environment and is not integrated with the Accounts/Receivable software. There is a second step in recording the payment to the customer's file. The system has also failed during times when staff are waiting on customers, thereby wasting the customer's and employee's time; system locks up, printer will not print. The receipting system does not automatically flow into the general ledger but must be transferred daily.

The Accounts/Payable module in HTE does not provide the same amount of information on vendor invoices as the Solomon software. The description of what the invoice was for would be eliminated if the City were to go to the HTE Accounts/Payable module.

With the HTE software salaried employees are automatically disbursed between different accounts as are fringe benefits. This is important so the City is reflecting the true cost of a service and is required by the State of Wisconsin in its Annual Financial Report. With Solomon salaries and fringe benefits are accumulated in one account and disbursed to the correct accounts annually through a journal entry. So throughout the year the Department Head does not

have good information on his/her budget status in order to make decisions on spending priorities. Also when billing out a service, it becomes necessary to calculate fringe benefits or the City will not recover the full cost of a service being billed.

The HTE budget module allows you to create the next year's budget for all funds based upon the current chart of accounts structure. You set it up and then you only have to fill in the projected and requested budget amounts. In the Solomon system, you must first enter in the 10 digit account number in the correct fund before you can input any projected or requested budget amounts. And to enter information into a different fund, you must exit the fund you are in and go to the correct fund.

With the HTE software the City will gain a human resources software program. This is not currently available in the Solomon software which is specifically for payroll processing. In the HTE software, when a person is hired, the EEO-4 reporting information is included in the employee's demographic profile and a report can be automatically generated and forwarded to the federal government. With Solomon, this information is gathered but must be tracked manually.

With HTE, pay schedules can be "dropped" into the payroll processing function, meaning that the City can track daily work hours. Solomon currently presents this information as a summary of hours worked in a week. Requests for reports on work done on a specific day are manually gathered through timesheets.

HTE has a "pending value" feature that allows for payroll changes to be made in advance and automatically implements them on the appropriate date. Currently pay changes and payroll updates are tracked manually and inputted manually.

HTE has the ability to track sick leave which can be used for emergency time off, FMLA purposes or regular sick leave. Solomon can only track sick leave regardless of the purpose it was for and so must be tracked manually to provide the information needed.

HTE reports generated for payroll processing contain pay rates, hours and total amounts. The current software does not have this feature.

The general ledger in HTE shows you the account name and the account number when you are looking for information even if there is no activity. The Solomon software shows only the account number, and if there is no activity in the current year it shows nothing. So unless you are extremely familiar with the chart of accounts, most staff members, myself included, have to go to another spreadsheet to make sure we are looking at the correct account.

If you need to discuss a problem with HTE support staff, you are talking directly with the people that built the software. When contacting WPPI about a Solomon problem, they may have to go to a third party to get you answers or give you direction towards a solution.

The Solomon financial software is a good, basic product but these limitations in the current software add time and frustration to our goal of service to the public and to our employees. I can not put a dollar amount on how much time would be saved by changing to HTE. It amounts to minutes here and there throughout the day. Sometimes it amounts to an hour while discussing a problem and being "shadowed" by WPPI staff. An estimate by the Personnel Department put the extra time at a day per week for payroll. And keeping spreadsheets to supplement a software product can easily lead to wrong information being supplied. All of this can lead to an inefficient response to the work that has to be accomplished. Again, while I can not put a specific dollar amount on time saved, I am sure staff would be able to provide better, more timely information with the HTE software.

SUNGARD[®] PUBLIC SECTOR

SunGard Public Sector Inc. Application Service Provider Agreement

Effective Date (copy from signature page): _____

CUSTOMER NAME AND ADDRESS:

City of Menasha
430 1st Street
Menasha, WI 54952-3199

(Customer named above is hereinafter referred to as "Customer")

This Application Service Provider Agreement (the "Agreement"), is made and entered into by and between SunGard Public Sector Inc. ("SunGard Public Sector") and Customer on the day and year written following the execution hereof by SunGard Public Sector.

SunGard Public Sector and Customer agree that all services to be provided by SunGard Public Sector to Customer hereunder shall be furnished only under the terms and conditions of this Agreement and any "Schedule A - Order Form". The terms of this Agreement and any "Schedule A - Order Form" shall control notwithstanding any contrary provision of any purchase order used by Customer to effect the furnishing of any software or services by SunGard Public Sector to Customer.

1. **Definition of Terms.** As used herein:

- 1.1. "Application(s)" means the software system(s) to which Customer has requested access and paid therefor, listed on Schedule A - Order Form, including, but not limited to, all computer programs and related documentation, and any modifications thereto.
- 1.2. "Conversion" means the process by which Customer data is transformed to a usable SunGard Public Sector operational format. Conversion is an optional, not mandatory, service offered by SunGard Public Sector.
- 1.3. "Effective Date" means the date on which SunGard Public Sector executes this Agreement.
- 1.4. "Host Computer Systems" means SunGard Public Sector's hardware and software, located on SunGard Public Sector's premises, which is maintained and supported by SunGard Public Sector and utilized to provide the Access services hereunder.
- 1.5. "Implementation" means the processes by which Customer prepares Customer's operating procedures and personnel for transition to the Applications. Customer is primarily responsible for the preparation of its personnel and procedures, assisted by SunGard Public Sector as provided for herein. Implementation is a part of Start-Up Assistance.
- 1.6. "Schedule A - Order Form" means an attachment to this Agreement, which is a supplement to this Agreement for all purposes. Unless otherwise stated in any Schedule A - Order Form, all terms and conditions stated in this Agreement shall remain in effect.
- 1.7. "Standards Sheet" means an attachment to Schedule A - Order Form, which provides the most current information supplemental to this Agreement, such as hours of operation and support and Customer hardware requirements.
- 1.8. "Start-Up Assistance" means the combination of Implementation and Training services.
- 1.9. "Training" means the classes held by SunGard Public Sector to instruct Customer in the use of the Applications. Training is a part of Start-Up Assistance.

2. **Access Services and Start-Up Assistance.** SunGard Public Sector agrees to provide access to the Applications (hereafter referred to as "Access") requested by Customer on Schedule A - Order Form (or any supplemental or replacement Schedule A) for the number of terminals indicated so long as Customer is current in its payment obligations hereunder. Customer agrees to pay the fees for Access ("Access Fees") as provided on Schedule A - Order Form. Customer agrees that Customer's Access to the Applications shall be for Customer's sole use and not for any third party.

- 2.1. **Hours of Operation.** SunGard Public Sector shall publish its hours of operation on the Standards Sheet and shall keep Customer apprised of any changes thereto.
- 2.2. **Improvements and Changes.** SunGard Public Sector will install upgrades, new software releases and enhancements, error corrections, upgrades to third party operating system software, and upgrades to hardware, as necessary, for the Host Computer Systems.
- 2.3. **Start-Up Assistance.** SunGard Public Sector will provide Start-Up Assistance to Customer and Customer agrees to pay to SunGard Public Sector the Start-Up Fees as provided on Schedule A - Order Form. SunGard Public Sector's most current information with regard to Start-Up Assistance is published on SunGard Public Sector's Standards Sheet. Customer agrees to reimburse SunGard Public Sector for actual, reasonable travel and living expenses incurred by or on behalf of SunGard Public Sector and its personnel in furnishing the Start-Up Assistance. Any such travel and living expenses shall be billed by SunGard Public Sector to Customer on a monthly basis and governed by the SunGard Public Sector Travel Policy.
- 2.4. **Optional Conversion Services.** At Customer's option, SunGard Public Sector will provide Conversion services. If Customer elects Conversion services, Customer shall provide data to SunGard Public Sector in a compatible format acceptable to SunGard Public Sector, and on media specified by SunGard Public Sector.

3. **Term of Agreement.** This Agreement is effective on the Effective Date. The initial term of this Agreement ("Initial Term") shall begin on the Effective Date and shall continue for the period stated on the Schedule A - Order Form, executed on even date herewith, beginning after the date the initial Monthly Access Fee is due. At the end of the Initial Term, Services will be provided on a year-to-year basis provided the Customer exercises the option and pays the then current Monthly Access Fee.

4. **Charges for Services.**

- 4.1. Customer agrees to pay SunGard Public Sector Access and Start-Up Fees in accordance with Schedule A - Order Form. No more frequently than once per year, SunGard Public Sector shall have the right to adjust the Monthly Access Fees. For the Term of this Agreement only, any increase in monthly Access fees shall be limited to no more than 3% compared to the preceding year's fees. SunGard Public Sector may adjust other fees at any time. Travel and living expenses actually incurred in prior months for which SunGard Public Sector is seeking reimbursement shall be invoiced monthly.

4.2. Amounts payable to SunGard Public Sector hereunder are payable in full without deduction, or set off, and are net of all sales, use or other taxes or duties. Customer shall duly and timely pay all taxes and duties, however designated, levied or based upon amounts payable to SunGard Public Sector hereunder (exclusive of United States Federal, state or local taxes based upon the net income of SunGard Public Sector). Customer agrees to indemnify and hold SunGard Public Sector harmless from any such taxes or duties which any federal, state or local taxing authority requires SunGard Public Sector to pay on Customer's behalf. It shall be Customer's obligation after payment by Customer to challenge the applicability of any tax if it so desires.

4.3. Customer shall pay for any data communications telephone services. If Customer requires special telephone line configurations due to unique equipment or data requirements, SunGard Public Sector reserves the right to charge for analysis and design of such special configurations.

4.4. SunGard Public Sector may, after having provided Customer with ten (10) days advance written notice, deny Access to Customer until all required payments due to SunGard Public Sector are received. The provisions of this Subsection 4.4 shall not operate as a waiver of any other remedies SunGard Public Sector may have.

5. **SunGard Public Sector's Obligations.** To assist Customer in accessing and using the Applications hereunder, SunGard Public Sector will:

5.1. provide all equipment, software, including changes, updates, and modifications thereto, and services necessary for operation and maintenance of SunGard Public Sector's Host Computer Systems;

5.2. provide efficient communication accessibility to the Host Computer Systems;

5.3. provide information regarding data back-up procedures, security, and other functions as reasonably requested by Customer;

5.4. operate and maintain the Applications and allow Customer access and use thereof. If third party software is included in or with the Applications, SunGard Public Sector will identify separate access or use restrictions or additional payment obligations associated therewith in Schedule A;

5.5. provide Start-Up Assistance described in Schedule A pursuant to Section 2 hereof;

5.6. offer Conversion services;

5.7. provide Application support and system support; and

5.8. publish system availability and support hours as well as host targeted response time.

6. **Customer's Obligations.** In order to enable SunGard Public Sector to perform its obligations hereunder, and as a condition precedent to SunGard Public Sector's obligations to perform hereunder, Customer shall:

6.1. within ten (10) days following the execution of this Agreement, designate a primary and a secondary contact, including telephone numbers and e-mail addresses;

6.2. exercise all due diligence in the performance of its obligations hereunder in connection with the Start-Up activities and subsequent access to and use of the Applications;

6.3. develop and implement proper audit controls, balancing procedures, operation methods and sufficient procedures to satisfy its requirements for data security, accuracy of input, and verification of output, including security access control for Customer's users of the Applications; and

6.4. adhere to hardware and communications requirements as published in the Standards Sheet;

6.5. in the course of Customer's daily operations, input data, perform balancing activities, generate reports, maintain data integrity; and be responsible for ensuring the input data is accurate and meets the standard specifications provided by SunGard Public Sector for such data;

6.6. maintain documents of original entry, source data and other backup media sufficient for file and input data re-creation in order to mitigate against the possibility of loss of input data and Customer data maintained by SunGard Public Sector;

6.7. use standard forms as required by SunGard Public Sector; and

6.8. provide for Internet connectivity.

7. **Representations, Warranties and Limitation of Liability.**

7.1. SunGard Public Sector represents that it is the owner of all Applications used in the performance of services hereunder, or is an authorized licensee with the right to engage in the delivery of such services, and such software or licenses thereto have been lawfully acquired by SunGard Public Sector.

7.2. SunGard Public Sector warrants that the Application(s) will perform in substantial compliance with its then current documentation. SunGard Public Sector warrants that in the provision of services hereunder, SunGard Public Sector will use employees, agents or contractors who are adequately trained and who possess the requisite skills and professional knowledge to provide assistance in utilizing the Applications.

7.3. In the event an Application is found to not substantially conform to its then-current documentation, Customer shall so advise SunGard Public Sector and SunGard Public Sector shall diligently pursue resolution of the discrepancy between the Application and its documentation.

7.4. **IN NO EVENT SHALL SUNGARD PUBLIC SECTOR BE LIABLE TO CUSTOMER FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING UNDER THIS AGREEMENT.** In no event shall SunGard Public Sector be liable to Customer for other damages arising under this Agreement unless such damages result from intentional misconduct or gross negligence on the part of SunGard Public Sector's officers or employees, in which event SunGard Public Sector's aggregate liability under the Agreement will be limited to the lesser of either (a) actual damages resulting directly from such conduct, or (b) the amount of Access Fees actually paid to SunGard Public Sector by Customer hereunder during the three (3) months immediately preceding the month in which the liability accrued.

7.5. **THE PROVISIONS HEREOF ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED AND WHETHER OF MERCHANTABILITY, FITNESS OR OTHERWISE. THE REMEDIES HEREIN CONTAINED ARE EXCLUSIVE AND CUSTOMER WAIVES ALL OTHER REMEDIES.**

8. **Confidentiality of Customer's Information.**

8.1. SunGard Public Sector acknowledges that Customer regards as confidential and as a proprietary asset any information or materials that come to the attention of SunGard Public Sector by reason of (a) the presence of SunGard Public Sector's agents, employees, or representatives at Customer's site, or (b) SunGard Public Sector furnishing services to Customer in connection with this Agreement (such information, materials, and records collectively being referred to as "Customer's Confidential or Proprietary Information").

8.2. SunGard Public Sector agrees to safeguard Customer's Confidential or Proprietary Information by holding it in strict confidence, disclosing it only to those employees, agents or contractors who have a need to know in order to provide Access as agreed upon. In the event that a subpoena or other legal process that in any way concerns Customer's Confidential and Proprietary Information is served upon SunGard Public Sector, then SunGard Public Sector agrees to notify Customer in the most expeditious fashion possible following receipt of such subpoena or other legal process, and SunGard Public Sector will reasonably cooperate with Customer, as requested by Customer, to contest the legal validity of such subpoena or other legal process (provided that Customer agrees to pay any expense SunGard Public Sector incurs in so doing).

8.3. SunGard Public Sector agrees to take all reasonable steps to prevent the disclosure, publication or dissemination of Customer's Confidential or Proprietary Information to any other person or entity, except where and to the extent specifically required by law.

8.4. The provisions of this Section shall survive termination of this Agreement.

9. **Security of Customer's Data; Access to SunGard Public Sector's Facility.** SunGard Public Sector will provide data security procedures which will include backup of all magnetically stored data kept or processed for Customer using the Applications, in a reasonable manner determined by SunGard Public Sector in keeping with generally accepted industry practices. Upon reasonable notice and during regular business hours, Customer may request admission to SunGard Public Sector's facility. SunGard Public Sector will not unreasonably refuse such access. Any non-SunGard Public Sector personnel who are granted access to SunGard Public Sector's facility shall comply with the physical security procedures instituted by SunGard Public Sector.

10. **Credit Toward In-house Licensing.** As used in this Paragraph 10, "In-house Licensing" means procuring through SunGard Public Sector's standard license agreement, the right for Customer to run a copy of the Applications that are owned by SunGard Public Sector for Customer's use only, on hardware owned or leased by Customer at a facility which is owned or controlled by Customer. In the event Customer desires to run the Applications owned by SunGard Public Sector in-house (and has not previously procured a license for such in-house use), SunGard Public Sector will discount Customer's in-house licensing fees for the Applications owned by SunGard Public Sector by an amount equal to one percent (1%) of the licensing fees for each month Customer uses Access services, up to a maximum discount of sixty percent (60%). In order to qualify for said credit, Customer must not be in breach hereof, must have provided termination notice pursuant to the terms of this Agreement, must enter into SunGard Public Sector's standard license agreement, and must have paid all fees required to be paid to SunGard Public Sector. Maintenance and support services for the Applications that are owned by SunGard Public Sector will be available to Customer (and are recommended by SunGard Public Sector) under the terms of SunGard Public Sector's standard maintenance agreement. In the event SunGard Public Sector terminates this Agreement pursuant to Section 15.2 hereof, SunGard Public Sector shall provide the Applications owned by SunGard Public Sector to Customer for In-house Licensing at no additional charge for license fees, provided however that Customer enters into SunGard Public Sector's standard license agreement; Customer pays any fees required to be paid to SunGard Public Sector under this Agreement; and Customer is not in breach of this Agreement.

11. **Contingency Planning** The parties' responsibilities with respect to contingency planning will be as follows:

11.1. SunGard Public Sector will develop, maintain and, as necessary in the event of a disaster, execute a disaster recovery plan (the "SunGard Public Sector Plan") for SunGard Public Sector's hardware and Applications.

11.2. SunGard Public Sector will provide to Customer such information as may be reasonably required for Customer to assure that Customer's disaster recovery plan is compatible with the SunGard Public Sector Plan.

11.3. Each party will be responsible for the training of its own personnel as required in connection with all applicable contingency planning activities.

12. **Record Retention.** It is Customer's sole responsibility to ensure that its records and data meet its retention requirements. SunGard Public Sector will provide, as a standard, record retention for a period of three (3) years. If Customer requests, SunGard Public Sector will provide longer record retention to Customer at SunGard Public Sector's then-current fees for such service.

13. **Customer Insurance Responsibility.** If Customer desires to obtain insurance protection against any losses incurred due to loss of input data during transmission or delivery or from errors resulting from defects in, or malfunctions of, the mechanical or electronic equipment used by Customer, Customer may do so at Customer's expense and SunGard Public Sector agrees to cooperate with Customer in obtaining such insurance.

14. **Intellectual Property.**

14.1. All computer programs, including the Applications, related documentation, written procedures, copies of transcripts, and similar items are proprietary to and shall be considered trade secrets and confidential information of SunGard Public Sector or SunGard Public Sector's vendors. Customer agrees that it will not disclose to any third party at any time (either during or after termination of this Agreement) any trade secrets or any other secrets or confidential information learned by Customer in connection with this Agreement. All documentation shall be returned to SunGard Public Sector upon termination of this Agreement. All original input data items remain the property of Customer and will be returned pursuant to Customer's instructions, so long as Customer is not in breach of this Agreement. Customer shall retain or destroy all original input documentation and other documentation in accordance with its own procedures.

14.2. The provisions of this Section shall survive termination of this Agreement.

15. **Termination.**

15.1. Further Customer may terminate this Agreement for cause in the event that SunGard Public Sector materially or repeatedly defaults in the performance of any of its duties and obligations under this Agreement, subject to the following: (i) Customer shall provide written notice to SunGard Public Sector of its intent to terminate this Agreement, specifying in detail the cause for the default (hereinafter a "Material Default Notice"); (ii) upon receipt of a Material Default Notice, SunGard Public Sector shall promptly commence curing the specified default (or demonstrate that the default did not occur), provided that the period of time to cure the default (the "Cure Period") shall not exceed ninety (90) calendar days, if the cause cannot reasonably be cured within the aforesaid Cure Period, the parties may extend the cure period by mutually agreeing upon a reasonable plan and program for curing the cause; (iii) if the cause is not cured within the prescribed or agreed upon Cure Period, Customer party may then immediately terminate this Agreement by providing a written notice to the other, stating the cause for termination, and such notice shall not require a cure period.

15.2. If after any termination or expiration of this Agreement Customer converts to a different vendor's applications, SunGard Public Sector will provide, upon payment of SunGard Public Sector's then-current standard deconversion fee, reasonable assistance and documentation for such deconversion in order to assist Customer in removing its information and placing said information in SunGard Public Sector's standard format for input to the other vendor's applications. In the event Customer requests a non-standard deconversion, SunGard Public Sector shall be entitled to receive compensation for consultation, software and documentation provided to assist in the deconversion on a time and materials basis at the standard prevailing rate then charged by SunGard Public Sector for such services.

16. **Choice of Law/Dispute Resolution.** This Agreement shall be governed by laws of the State of Florida. Prior to either party commencing any legal action under this Agreement, the parties agree to try in good faith, to settle any dispute amicably between them. If a dispute has not been settled after forty-five (45) days of good-faith negotiations and as may be otherwise provided herein, then either party may commence legal action against the other. Each party hereto agrees to submit to the personal jurisdiction and venue of the state and/or federal courts in or for Seminole County, Florida for resolution of all disputes in connection with this Agreement.

17. **Notices.** Any notice, request, demand, or other communication required or permitted hereunder will be given in writing, communication charges prepaid, to the party to be notified. All communications will be deemed given when received. The addresses for the parties for the purposes of such communication are:

If to Customer:

To the address shown on Page 1 of this Agreement.

If to SunGard Public Sector:

SunGard Public Sector Inc.
1000 Business Center Drive
Lake Mary, Florida 32746
ATTENTION: Contracts/Legal Counsel

A party may change its address only upon written notice to the other party in which case this Agreement will be deemed to have been so modified.

18. **Force Majeure.** Neither party shall be in default by reason of any failure in the performance of this Agreement if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.

19. **Contractual Documents.** This Agreement, along with its Schedule A - Order Form, the Standards Sheet, and any supplements or modifications thereto, contains the complete agreement between the parties with respect to the subject matter hereof. No additional representations, agreements or modifications or amendments to this Agreement hereafter made by a party shall be binding upon either party unless in writing and signed by Customer and accepted in writing by an authorized officer of SunGard Public Sector at its offices in Lake Mary, Florida.

CITY OF MENASHA, WI

SUNGARD PUBLIC SECTOR INC.

Authorized Signature

Authorized Signature

Print Name & Title

Print Name & Title

Date

Date

Approved as to form

 8-18-08

Jeffrey S. Brandt, City Attorney

SUNGARD® PUBLIC SECTOR

Supplement to the SunGard Public Sector Inc. Application Service Provider Agreement Schedule A - Order Form

This Schedule A - Order Form is entered into under the terms and conditions of the SunGard Public Sector Inc. Application Service Provider Agreement of even date herewith (Agreement), between **SunGard Public Sector Inc. (SunGard Public Sector)** and **City of Menasha, WI (Customer)**. Unless otherwise stated below, all terms and conditions as stated in the Agreement shall remain in effect.

Customer Name: City of Menasha, WI

Agreement Number: MSHA-080961-1

	Yes	No
Initial Order Form	X	
Replacement Order Form		X
Replaces Order Dated		

- Initial Term:** Begins September 1, 2008 and expires sixty (60) months from the date the initial Monthly Access Fee is due under this Schedule A - Order Form.
- Application Groups: Start-Up Fees and Monthly Access Fees**

	Applications and/or Services	Start-Up Fee	Monthly Access Fee
New Products (Not currently Licensed)	GMBA with Extended Reporting (GMER), Payroll/Personnel (PR), Asset Management I (FA), Human Resources (HR), Accounts Receivable (MR), Cash Receipts (CR), QRep Catalogs (GM, PR, FA, HR, MR, CR) - CJ	\$ 23,944.00	\$ 1,766.00
3rd Party Products (Not currently Licensed)	QRep Admin (1 User) - CG Admin, QRep End User (1 User) - CG	Included in Start-Up Fee	Included in Monthly Access Fee
Services	Start-up, NaviLine Implementation, HELP Card, Disaster Recovery Plan for SunGard Public Sector applications	Included in Start-Up Fee	Included in Monthly Access Fee
	Subtotal:	\$ 23,944.00	\$ 1,766.00
Concurrent Sessions - Monthly Access Fees			
3	ASP Shared Environment	-	300.00
	System Total:	\$ 23,944.00	\$ 2,066.00

*Start-Up Fee is based on use of SunGard Public Sector's Standard ASP Implementation Methodology.

**Number of Concurrent Sessions listed above used in the calculation for the Monthly Access Fees. Changes to the number of Concurrent Sessions may impact the Monthly Access Fee.

3. Payment Terms:

Start-Up Fee: Due upon execution of this Order Form.

Monthly Access Fee: The initial Monthly Access Fee will be due September 1, 2008. Subsequent Monthly Access Fees will be due on the first of the month thereafter. Monthly Access Fees will be invoiced in advance on a monthly basis for a term of sixty (60) months at the rates listed below.

Months 1 - 12	\$2,066.00 per month or \$24,792.00 per year;
Months 13 - 24	\$2,169.00 per month or \$26,028.00 per year;
Months 25 - 36	\$2,278.00 per month or \$27,336.00 per year;
Months 37 - 48	\$2,392.00 per month or \$28,704.00 per year;
Months 49 - 60	\$2,511.00 per month or \$30,132.00 per year;

Following the initial term, Services will be provided on a year-to-year basis provided the Customer exercises the option and pays the then current Monthly Access Fee.

Note: Following execution of this Schedule A-Order Form, any Retrofit Modifications provided by SunGard Public Sector will be added to the next annual renewal period, pursuant to Section 4 below.

Travel and Living Expenses: Travel and living expenses are in addition to the prices quoted above and will be invoiced as incurred and shall be governed by the SunGard Public Sector Corporate Travel and Expense Reimbursement Policy. Travel and living expenses actually incurred in prior months for which SunGard Public Sector is seeking reimbursement, shall also be invoiced monthly.

4. **Modification Retrofits.** For each non-standard Application in library HTEMOD that was written by SunGard Public Sector or any Application that has had custom modifications performed by SunGard Public Sector at the Customer's request, SunGard Public Sector will perform all necessary programming to ensure that the program is compatible with each new software release, version, or program temporary fix made available by SunGard Public Sector. Fees for Modification Retrofits to be maintained are determined on an annual basis. This determination is based upon the number of modified objects prior to the beginning of each annualized ASP Term multiplied by the then current rate charged per object.

The terms and conditions contained in this Schedule A – Order Form, including the prices, will be honored as set forth herein, provided this Schedule A – Order Form is fully executed by August 28, 2008.

The attached Standards Sheet is applicable to the services ordered above.

CITY OF MENASHA, WI

SUNGARD PUBLIC SECTOR, INC.

Authorized Signature

Authorized Signature

Print Name & Title

Print Name & Title

Date

August 8, 2008

Date

SUNGARD® PUBLIC SECTOR

CLIENT SERVICES

ASP iSeries Standards Sheet (Attachment to Schedule A – Order Form)

1. Terminology

Term	Definition
Host Computer System	All hardware and software hosted by SunGard Public Sector Inc. on behalf of the customer. This includes the iSeries, Wintel servers and preferred 3 rd party software.
ISP	Internet Service Provider
System Administrator	The individual designated by SunGard Public Sector Inc. who is responsible for the operation of the Host Computer Systems
WinTel	Windows operating system using an Intel processor

2. System Availability

The scheduled hours of availability for the Host Computer Systems are 24 hours per day Monday – Saturday. The system is reserved for maintenance on Sundays from 12 a.m. – 5 p.m., customer local time. There are special considerations for software updates and emergency situations; please reference Sections 4.3 and 4.4 (Maintenance and Upgrades) for details.

3. System Backups

3.1. Daily System Backups

Daily data backups will begin at 12 a.m. (Customer local time) Monday through Friday. These backups consist of all SunGard Public Sector Inc. customer data. The system will be available during the daily backup.

3.2. Weekly System Backups

Weekly system backups will begin at 12 a.m. (Customer local time) on a day appropriate to the week being backed up. At this time a full system backup will be performed. These backups consist of all SunGard Public Sector Inc. customer data, program files, source files, and other necessary Customer data. In addition all AS400 system, Operating System, Security, and Data will also be backed up via a Restricted State backup. During this time access to the AS400 and its applications will not be available.

System backups will be rotated to an off-site storage facility on a daily basis.

3.3. Night Processing

Specified processor-intensive jobs, as determined by SunGard Public Sector Inc., may be required to be run during the night processing time frame of 8 p.m. to 11:59 p.m. to ensure that acceptable system performance standards are met. Examples of these jobs include such things as Utility Bill generation and Tax Notice generation. This is also to make sure the processes are finished before nightly backups occur.

3.4. Restores

Individual Customer restores will be performed on an as needed basis taking into consideration both Customer and Host Computer Systems functionality, availability, and necessity.

4. System Administration

SunGard Public Sector Inc. will provide for system administration of the Host Computer Systems (including the host iSeries system and associated host site hardware and communications infrastructure), including but not limited to:

4.1. System Monitoring

The Host Computer Systems will be monitored on a 24-hour basis through the use of automated monitoring software and/or hardware as selected by SunGard Public Sector Inc.. System operations to be monitored include:

- Subsystems - to ensure they are active, operational, and without pending errors messages.
- Job queues - to ensure they are active, operational, and attached to the correct subsystems.
- Critical system messages - Monitoring for hardware errors, system functionality errors, operating system errors, system integrity errors, etc
- System and Network Information - Samples of system and network information to be monitored include:
 - DASD (Disk storage)
 - Total utilization
 - RAID protection
 - Drive failures
 - Disk drive error rates
 - CPU Utilization
 - Total number of jobs in the system
 - Interactive response time
 - Communication line availability
 - Internet Connectivity from the Host Computer Systems to the Internet
 - Memory pool faults
 - Security violation attempts
 - System service starts and ends
 - Backup completion
 - UPS monitoring
 - Other pertinent system information as determined by SunGard Public Sector Inc.

4.2. System Maintenance

SunGard Public Sector Inc. will provide all necessary Host Computer Systems and network maintenance as deemed appropriate and necessary by the System Administrator and/or associated staff. Appropriate and necessary maintenance shall be determined through the use of standard iSeries and network monitoring and performance analysis tools.

4.3. Software Maintenance and Upgrades

Software maintenance and upgrades will be performed outside of standard business hours whenever possible.

Emergency situations will be handled on a case-by-case basis in such a manner as to provide the least possible disruption to overall system operations and availability without negatively affecting system stability and integrity.

All parties will have advanced notice of such upgrades and any emergency updates will have customer approval before being done.

4.3.1. IBM

IBM licensed program fixes and upgrades, including cumulative PTF's, shall be applied to the host iSeries system as required to maintain operating functionality and currency. These PTF's will be temporarily applied until their effectiveness is determined. Non-emergency IBM PTF applications will be performed outside of normal business hours.

4.3.2. Wintel

Wintel server service packs, patches and updates shall be applied as necessary to ensure integrity of the system(s), system data and associated operating environment. Patches deemed critical in nature by SunGard Public Sector Inc. or system/software vendors shall be applied as soon as possible to prevent system corruption, penetration, degradation etc.

4.3.3. SunGard Public Sector Inc. Applications

Upgrades and updates to SunGard Public Sector Inc. Applications on both the IBM iSeries and Wintel platforms will be performed on scheduled dates during the year.

4.4. Hardware Maintenance and Upgrades

Hardware maintenance and upgrades will be performed outside of standard business hours whenever possible.

Emergency situations will be handled on a case-by-case basis in such a manner as to cause the least possible disruption to overall system operations and availability without negatively affecting system stability and integrity.

The primary Customer contact will be notified, when possible, via the on file e-mail address, prior to hardware upgrades being performed.

4.5. System Security (Logical)

System security values will be set to provide for system integrity and data security as deemed appropriate by SunGard Public Sector Inc.. This will include such items as password length and makeup, change intervals, system security level, etc.

User profiles, with all object authority, will be limited to the standard system security profile and the System Administrator profile. Sign-on information for these two profiles will be secured with the Director of SunGard Public Sector Inc. or his designee and the System Administrator.

Customer user profiles will only have access to appropriate Customer data.

Security auditing will be enacted to provide for the ability to audit security violations, changes, etc., with periodic system security reviews conducted by SunGard Public Sector Inc..

Host site security will include implementation of an industry standard firewall, secure sockets layer, virtual private networks, IP address translation, and/or a combination thereof.

4.6. Non-Preferred Third Party Software

SunGard Public Sector Inc. has partnered with a number of third party vendors for purposes such as time & attendance, form printing, mapping, etc. For any non-preferred third party vendors, SunGard Public Sector Inc. will be responsible for the following:

- o Initial loading of software
- o Periodic upgrades/service packs
- o Technical support for related iSeries issues

Exclusions: SunGard Public Sector Inc. does not support the user interface for non-preferred third party software. Troubleshooting will be performed by the customer and third party.

5. Hardware Requirements

The following are minimum hardware requirements to enable Customer to access the host site iSeries system. These requirements do not take into account any local any network configuration or requirements, which are the responsibility of Customer.

5.1. Personal Computers

Each personal computer that will access the ASP environment should achieve the following minimum hardware requirements for access:

- o Pentium 4 or greater processor
- o 2 GB storage
- o 1 GB RAM (Increasing RAM will help increase system performance)
- o Properly configured network interface card
- o Microsoft Windows 2000 Pro (SP4 or higher) or XP Professional Edition with all SP's installed
- o Microsoft Internet Explorer 6.0 or higher
- o Sun Java 1.6
- o Screen resolution 1024 x 768 or better
- o Monitor, mouse and keyboard
- o IBM iSeries Access for Windows v5r4 (This version can be provided to you by SunGard PS) with the latest available Service Pack.

SunGard Public Sector Inc. will not support any hardware that does not meet the minimum requirements

5.2. Printers

Type	Supported
Local (PC attached)	Must be IBM certified. Microsoft Certified Printers: https://winqual.microsoft.com/HCL/ProductList.aspx?m=x&g=d&cid=900&f=86d IBM Certified Printers: http://www-912.ibm.com/s_dir/slkbase.NSF/0888cc5d18fceca58625680b005dc690/b44a2cf4ba778d83862568250053649f?OpenDocument
Network	Most printers with an available Ethernet connection and that are part of the approved IBM Certified Printer list can be used in the ASP environment. ***NOTE*** All-in-One Printer/Fax/Copier machines are not recommended.
Twinax	Any existing client Twinax printer that needs to be used in the ASP environment will require that a BOSANOVA e-Twinax controller be purchased by the client for network printing to be successful. http://www.bosanova.net/twinaxcontroller/index.html

All others	Other printers will be evaluated on a case-by-case basis for compatibility with the ASP environment.
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There are 2 options to deal with printing in the ASP environment:

Option 1: Utilize local print sessions that are configured and run via IBM iSeries Access for Windows. They can print to any networked, shared or locally attached printer that the Windows machine they are run on can see.

These sessions are easy to setup, however these sessions must be signed in and running for printing to work.

Some clients run all print sessions on a dedicated machine for ease of management. However, any non-shared locally attached printer, including Cash Receipts printers, must be run directly on the machine to which the printers are attached.

Option 2: Print directly via TCP/IP. In this setup the client will provide a unique static Public IP Address for each printer they want to print in this manner.

These are generally high traffic printers that customers do not want to be run on a print session. Also, any IPDS printing **MUST** be setup as an IP printer.

Option 2.1: Print directly via TCP/IP, but utilizing just one unique static Public IP Address. Each configured printer will use the same IP address, but a different port to print to. The clients firewall will then utilize port forwarding to direct the traffic to the correct printer.

Most clients utilize a combination of these methods. It is a customer's internal decision based on available Public IP addresses, current infrastructure and other needs.
We can work with any of these methods.

5.3. Recommended Customer Connectivity

Internet bandwidth is determined by the customer. It is based on Saturation level: a combination of connection speed, number of users on the system, size of files being accessed over the internet, etc. SunGard Public Sector Inc. strongly requires the following minimum setup:

- o Minimum 1.5 MB internet connection (T1 or other telecom provided service is preferred over cable or DSL) Responsiveness is directly affected by connectivity selected.
- o For clients who require site to site VPN, we require that the client have a Cisco branded VPN enabled device on their site.
- o Recommended redundant internet connection in case the primary connection goes down.
- o Dial up and wireless connections are **not supported**.

5.4. Recommended Customer Hardware

An industry standard firewall used to protect the customer's internal network is required for connectivity into the ASP network.

6. Performance Analysis of Customer's Current SunGard Public Sector Inc. Environment

A Customer's current environment will be reviewed prior to the ASP transition. Ideally Customers will transition to ASP on the latest version of SunGard Public Sector Inc. code. If a Customer is not on the latest version of SunGard Public Sector Inc. code, the current environment will be reviewed to determine if it can handle an upgrade before transitioning to ASP.

Items reviewed include: Current iSeries OS version, available disk space, current processing power, and current SunGard Public Sector Inc. version.

7. Host Site Performance

Performance monitoring and tuning will be performed as necessary to maintain an average in network interactive response time of 2.0 seconds or less when measured over a 1-hour period during normal business hours. "In network" is defined as any point between which the data packet enters the SunGard Public Sector Inc. environment and subsequently departs the SunGard Public Sector Inc. environment. Any point of communications outside of the SunGard Public Sector Inc. protected network environment, including DMZ, shall be deemed as "out of network."

iSeries, Wintel server and associated network infrastructure performance monitoring will be conducted on a regular basis. Monitoring shall be done during (no less than) four randomly selected one-hour periods within each calendar month. A summary of the performance statistics shall be made available for Customer review upon Customer request, including available predictive performance data where available.

SunGard Public Sector Inc. is not responsible for Internet connectivity and/or performance outside the internal SunGard Public Sector Inc. host site infrastructure.

8. Standard Application Support

SunGard Public Sector Inc. provides standard Application Support 24 hours a day, 365 days per year.

The toll-free support line is 1-800-695-6915 and the email address is asptechsuppt@hteinc.com.

9. System Hardware Support

Host site technical hardware and host operating system support shall be provided 24 hours a day, 365 days per year. This includes support for technical issues related to Host Computer Systems access, hardware operations, and Host Computer Systems functionality.

SunGard Public Sector Inc. is not responsible for Customer hardware, non-SunGard Public Sector Inc. related software, Internet access, and/or connectivity issues. SunGard Public Sector Inc. will provide guidance to Customer in obtaining technical support for on-site hardware and connectivity issues.